

Art Studio

Code: ANCMF-AU-EF-AS-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting all surfaces including tables, chairs, and shelves.
- Sanitising all high-touch areas such as door handles, light switches, and taps.
- Vacuuming and mopping all floor surfaces.
- Cleaning and sanitising sinks and art equipment.
- Emptying and sanitising rubbish bins.
- Removing any paint or material spills promptly.
- Ensuring windows and glass surfaces are free from smudges and fingerprints.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent redistribution.
2. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop the floor with a neutral pH cleaner suitable for the flooring type.
5. Clean sinks and art equipment with a non-abrasive cleaner, ensuring all paint and residue are removed.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Use a glass cleaner and microfibre cloth to clean windows and glass surfaces.

Equipment

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|------------------------------|----------------------------|--------------------------------|
| • Microfibre cloths | • Mop and bucket | • Glass cleaner |
| • Disinfectant spray | • Neutral pH floor cleaner | • Colour-coded cleaning cloths |
| • HEPA-filter vacuum cleaner | • Non-abrasive cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no debris; all high-touch areas are sanitised and free from smudges; sinks and equipment are clean with no residue; rubbish bins are empty and sanitised; windows and glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; sinks and equipment are mostly clean; rubbish bins are empty but may have minor marks; windows and glass surfaces have minimal smudges.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas are partially sanitised; sinks and equipment have some residue; rubbish bins are not fully sanitised; windows and glass surfaces have visible smudges.
Fail	Significant dust accumulation; floors are dirty with visible debris; high-touch areas are not sanitised; sinks and equipment are dirty; rubbish bins are full or unsanitised; windows and glass surfaces are heavily smudged.