

Biology Lab

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

Scope of Work

- Dusting all surfaces, including benches, shelves, and equipment.
- Sanitising workbenches, sinks, and high-touch areas.
- Mopping floors with appropriate disinfectant.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising glass surfaces and windows.
- Ensuring all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise workbenches and sinks using a disinfectant spray and a clean cloth, ensuring all surfaces are thoroughly wiped.
4. Mop the floor with a disinfectant solution, ensuring all areas are covered and excess water is removed.
5. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Mop and bucket (colour-coded)
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. No odours present. Floors are spotless and dry. Glass surfaces are streak-free. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. Floors are clean with minimal residue. Glass surfaces have minor streaks. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have visible dust or marks. Mild odours may be present. Floors are clean but may have some residue. Glass surfaces have noticeable streaks. Rubbish bins are not overflowing but not sanitised.
Fail	Surfaces are visibly dirty with dust, stains, and marks. Strong odours present. Floors are dirty or wet. Glass surfaces are heavily streaked. Rubbish bins are overflowing or unsanitised.