

## Classroom

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

### Scope of Work

- Dust all surfaces including desks, chairs, shelves, and window sills.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Sanitise high-touch surfaces such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and chalkboards.
- Spot clean walls and remove any visible marks or stains.
- Ensure windows are free from smudges and fingerprints.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low to capture all dust particles.
3. Vacuum carpets and rugs, paying special attention to corners and under furniture.
4. Mop hard floors using a figure-eight motion to ensure even coverage and avoid streaks.
5. Sanitise high-touch surfaces with a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean whiteboards and chalkboards with appropriate cleaning solutions to remove all marks.
8. Spot clean walls using a mild detergent solution for any marks or stains.
9. Wipe windows with a glass cleaner and a microfibre cloth for a streak-free finish.

### Equipment

- Colour-coded microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- Vacuum cleaner with HEPA filter
- Glass cleaner
- Damp mop and bucket
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                        |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; floors are spotless and streak-free; high-touch areas are sanitised and free from smudges; bins are empty and odour-free; windows are crystal clear. |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are empty but may have slight odour; windows have minor smudges.                |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible streaks; high-touch areas are partially sanitised; bins are not emptied; windows have visible smudges.                                         |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty; high-touch areas are not sanitised; bins are overflowing; windows are dirty and obstruct visibility.                                                 |