

Courtyard

Code: ANCMF-AU-EF-C-03 • Facility: Education Facility • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the courtyard area.
- Sweep and mop all hard surfaces to remove dirt and stains.
- Sanitise all seating areas and tables.
- Clean and polish all outdoor fixtures and fittings.
- Ensure all rubbish bins are emptied and sanitised.
- Spot clean any visible stains or spills on surfaces.
- Check and clean any outdoor drinking fountains or taps.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep all hard surfaces, ensuring all dirt and debris are collected.
3. Prepare a mop with a suitable cleaning solution and mop all hard surfaces, focusing on high-traffic areas.
4. Sanitise seating areas and tables using a disinfectant spray and cloth, ensuring all surfaces are wiped thoroughly.
5. Polish outdoor fixtures and fittings using a suitable polish and cloth to maintain appearance.
6. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
7. Spot clean any stains or spills using a suitable cleaning agent and cloth.
8. Check outdoor drinking fountains or taps for cleanliness, wiping down with a sanitising solution if necessary.

Equipment

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| • Broom and dustpan | • Cleaning cloths | • Colour-coded cleaning system |
| • Mop and bucket | • Polish and polishing cloth | • Cleaning trolley |
| • Disinfectant spray | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or debris. Rubbish bins are empty and sanitised. Seating and tables are fully sanitised and polished. No odours present. Drinking fountains and taps are clean and free of water stains.
Good	Minor dirt or debris present in low-traffic areas. Rubbish bins are empty but may have minor marks. Seating and tables are mostly sanitised with minor spots. No strong odours. Drinking fountains and taps are mostly clean.
Pass	Noticeable dirt or debris in some areas. Rubbish bins are emptied but not sanitised. Seating and tables have visible marks. Mild odours present. Drinking fountains and taps have some water stains.
Fail	Significant dirt or debris present. Rubbish bins are full or not emptied. Seating and tables are unsanitised with visible dirt. Strong odours present. Drinking fountains and taps are dirty with significant water stains.