

## Corridor

Code: ANCMF-AU-EF-C-04 • Facility: Education Facility • Frequency: daily

### Scope of Work

- Dust all horizontal surfaces including skirting boards, ledges, and window sills.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Spot clean walls, doors, and light switches to remove marks and fingerprints.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Ensure all cleaning activities comply with Australian workplace health and safety regulations.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to edges and corners.
4. Mop hard floors with a neutral detergent, ensuring no excess water is left on the floor to prevent slips.
5. Spot clean walls, doors, and light switches with a damp microfibre cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

### Equipment

- Colour-coded microfibre cloths and mops
- Vacuum cleaner with HEPA filter
- Neutral detergent
- Cleaning trolley
- Rubbish bin liners
- Personal protective equipment (PPE)

### Quality Criteria

| Performance Level | Criteria                                                                                                                           |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; floors are spotless with no debris; bins are empty and sanitised; no odours present.    |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal debris; bins are empty but not sanitised; faint odours may be present.  |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have some debris; bins are emptied but not sanitised; noticeable odours present.               |
| <b>Fail</b>       | Significant dust and marks on surfaces; floors are dirty with visible debris; bins are full or not emptied; strong odours present. |