

Chemistry Lab

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

Scope of Work

- Dusting of all surfaces including benches, shelves, and equipment.
- Sanitising of work surfaces, sinks, and taps.
- Mopping of floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of glassware and lab equipment as required.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning activities comply with chemical safety standards.

Method

1. Begin by donning appropriate personal protective equipment (PPE) including gloves and goggles.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
4. Sanitise work surfaces, sinks, and taps using a disinfectant solution suitable for chemical labs.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left that could react with lab chemicals.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glassware and lab equipment using appropriate detergents and rinse thoroughly.
8. Spot clean walls and doors using a damp cloth and mild detergent.
9. Ensure all cleaning materials are disposed of or stored according to safety guidelines.

Equipment

- Microfibre cloths
- Colour-coded cleaning buckets and mops
- Neutral pH floor cleaner
- Disinfectant solution
- Rubbish bin liners
- Personal protective equipment (PPE)
- Glassware cleaning detergents

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and chemical residues. Floors are spotless with no streaks. Rubbish bins are empty and sanitised. No odours present. Glassware is crystal clear.
Good	Surfaces are mostly clean with minor dust or stains. Floors are clean with minimal streaks. Rubbish bins are empty and mostly sanitised. Minimal odours present. Glassware is mostly clear.
Pass	Surfaces have some dust and stains. Floors have visible streaks. Rubbish bins are not fully sanitised. Noticeable odours present. Glassware has some spots.
Fail	Surfaces are visibly dirty with dust and stains. Floors are dirty with streaks and residues. Rubbish bins are full or unsanitised. Strong odours present. Glassware is dirty or cloudy.