

Change Rooms

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

Scope of Work

- Dust all surfaces including benches, lockers, and shelves.
- Sanitise all touchpoints including taps, door handles, and light switches.
- Clean and disinfect toilets, urinals, and sinks.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Wipe down mirrors and glass surfaces.
- Ensure all consumables such as soap and toilet paper are replenished.
- Remove any visible mould or mildew from surfaces.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise all touchpoints with a disinfectant spray and cloth, paying special attention to high-touch areas.
4. Clean toilets and urinals using a toilet brush and disinfectant cleaner, ensuring all surfaces are scrubbed and rinsed.
5. Empty rubbish bins, replace liners, and sanitise the bin interiors and exteriors.
6. Mop floors using a mop and bucket with a disinfectant solution, ensuring all areas are covered and excess water is removed.
7. Wipe mirrors and glass surfaces with a glass cleaner and cloth to remove smudges and streaks.
8. Check and replenish consumables, ensuring all dispensers are functioning correctly.
9. Inspect for mould or mildew and treat affected areas with an appropriate cleaner.

Equipment

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| • Cleaning trolley | • Toilet brush | • Glass cleaner |
| • Colour-coded microfibre cloths | • Rubbish bin liners | • Consumable supplies (soap, toilet paper) |
| • Disinfectant spray | • Mop and bucket | • Mould and mildew cleaner |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and smudges. No unpleasant odours. All consumables are fully stocked. Floors are dry and free of debris. No visible mould or mildew.
Good	Most surfaces are clean with minimal dust or smudges. Slight odours may be present but not overpowering. Most consumables are stocked. Floors are mostly dry with minor debris.
Pass	Surfaces have some dust or smudges. Noticeable odours present. Some consumables may be low. Floors have some wet spots or debris. Minor mould or mildew may be visible.
Fail	Surfaces are visibly dirty with dust, dirt, or smudges. Strong unpleasant odours. Consumables are not stocked. Floors are wet or have significant debris. Visible mould or mildew present.