

Cleaner's Store

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

Scope of Work

- Dust all surfaces including shelves, storage units, and equipment.
- Sanitise high-touch surfaces such as door handles and light switches.
- Organise and maintain a colour-coded cleaning system for all cleaning supplies.
- Empty rubbish bins and replace liners.
- Clean and sanitise the floor using appropriate mopping techniques.
- Ensure all cleaning equipment is stored neatly and safely.
- Check for and report any signs of pest infestation.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Organise cleaning supplies according to the colour-coded system, ensuring all items are clearly labelled and stored correctly.
4. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
5. Mop the floor using a damp mop and a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Store all cleaning equipment in designated areas, ensuring no items are blocking walkways or exits.
7. Inspect the area for any signs of pests and report findings to the facility manager.

Equipment

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|----------------------------------|----------------------------|-------------------|
| • Microfibre cloths | • Rubbish bin liners | • Storage shelves |
| • Disinfectant solution | • Neutral pH floor cleaner | |
| • Colour-coded cleaning supplies | • Mop and bucket | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residue; supplies are perfectly organised and labelled; bins are empty and clean; floors are spotless with no water marks; equipment is neatly stored.
Good	Minor dust on high surfaces; high-touch areas are sanitised with minimal residue; supplies are mostly organised; bins are empty; floors are clean with slight water marks; equipment is stored correctly.
Pass	Noticeable dust on surfaces; high-touch areas sanitised but with visible residue; supplies are somewhat organised; bins are not overflowing; floors are mopped but with visible streaks; equipment is stored but not neatly.
Fail	Heavy dust accumulation; high-touch areas not sanitised; supplies are disorganised; bins are overflowing; floors are dirty or sticky; equipment is blocking walkways.