

Design Technology

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

Scope of Work

- Dusting of all surfaces including workbenches, equipment, and shelving.
- Sanitising of high-touch areas such as door handles, light switches, and shared tools.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Spot cleaning of walls and partitions.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin by dusting all surfaces with a microfibre cloth, starting from the highest point and working downwards.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the recommended contact time.
3. Vacuum all carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust and allergens.
4. Mop hard floors with a neutral pH cleaner, using a colour-coded mop and bucket system to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean windows and glass surfaces with a glass cleaner and a squeegee for a streak-free finish.
7. Spot clean walls and partitions with a mild detergent solution, focusing on visible marks and stains.
8. Check and replenish cleaning supplies, ensuring all materials are stored in a designated area on the cleaning trolley.

Equipment

- Microfibre cloths
- Disinfectant spray
- Vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Glass cleaner and squeegee
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised and dry; rubbish bins are empty and odour-free; windows and glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch areas are sanitised; rubbish bins are empty with slight odour; windows and glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; rubbish bins are not emptied or have noticeable odour; windows and glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty with debris; high-touch areas are not sanitised; rubbish bins are full and odorous; windows and glass surfaces are dirty and streaked.