

Equipment Store

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

Scope of Work

- Dust all surfaces including shelves, equipment, and storage units.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Mop floors with appropriate cleaning solution to ensure cleanliness and hygiene.
- Empty rubbish bins and replace liners.
- Check for and remove any cobwebs from corners and ceilings.
- Ensure all cleaning supplies are stored correctly and are easily accessible.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free from dust.
3. Sanitise high-touch areas using a disinfectant approved for use in educational facilities.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor with a neutral pH cleaner suitable for the floor type.
6. Dispose of rubbish in designated waste disposal areas and replace bin liners.
7. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

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|------------------------------|--------------------------------|-----------------|
| • Microfibre cloths | • Disinfectant spray | • Dusting tools |
| • HEPA-filter vacuum cleaner | • Colour-coded cleaning cloths | |
| • Mop and bucket | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. Floors are spotless with no marks or stains. No odours present. All high-touch areas are sanitised and free from smudges. Rubbish bins are empty and clean.
Good	Most surfaces are clean with minimal dust. Floors have minor marks but are generally clean. No strong odours present. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue.
Pass	Some surfaces have visible dust. Floors have noticeable marks. Mild odours may be present. Some high-touch areas are not fully sanitised. Rubbish bins are emptied but not cleaned.
Fail	Surfaces are dusty and unclean. Floors are dirty with visible stains. Strong odours present. High-touch areas are not sanitised. Rubbish bins are full or overflowing.