

Gymnasium

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

Scope of Work

- Dusting and wiping of all surfaces, including gym equipment, benches, and windowsills.
- Vacuuming and mopping of all floor surfaces, ensuring removal of dirt and debris.
- Sanitising of high-touch areas such as door handles, light switches, and gym equipment.
- Emptying and sanitising rubbish bins, ensuring proper waste segregation.
- Cleaning and sanitising of change rooms and toilets, including mirrors, basins, and taps.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum all floor areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are captured.
3. Mop floors with a neutral pH cleaner, using a colour-coded mop system to prevent cross-contamination.
4. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces.
6. Clean and sanitise change rooms and toilets, ensuring all surfaces are wiped down and disinfected.
7. Replenish cleaning supplies and ensure all equipment is cleaned and stored properly on the trolley.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. Floors are spotless with no debris. High-touch areas are sanitised and free from smudges. Rubbish bins are empty and sanitised. Change rooms and toilets are pristine with no odours.
Good	Most surfaces are clean with minimal dust. Floors are clean with minor debris. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor marks. Change rooms and toilets are clean with faint odours.
Pass	Surfaces have some dust and marks. Floors have visible debris. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have visible marks. Change rooms and toilets are generally clean but have noticeable odours.
Fail	Surfaces are dusty and marked. Floors have significant debris. High-touch areas are not sanitised. Rubbish bins are overflowing and unsanitised. Change rooms and toilets are dirty with strong odours.