

Hallway

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

Scope of Work

- Dusting of all horizontal surfaces including skirting boards, ledges, and window sills.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Spot cleaning of walls and doors to remove marks and stains.
- Emptying and sanitising of rubbish bins.
- Cleaning and polishing of glass surfaces and mirrors.
- Sanitising of high-touch areas such as door handles and light switches.

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 horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor to prevent slips.
5. Spot clean walls and doors using a damp cloth and appropriate cleaning solution.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and polish to a streak-free finish.
8. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Glass cleaner
- Disinfectant spray
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are spotless and dry; glass surfaces are streak-free; no odours present; all high-touch areas are sanitised and free of marks.
Good	Minor dust or debris on less than 5% of surfaces; floors are clean with minimal streaks; glass surfaces have minor streaks; no strong odours; high-touch areas are mostly sanitised.
Pass	Noticeable dust or debris on less than 10% of surfaces; floors are generally clean but may have some streaks; glass surfaces have visible streaks; mild odours present; high-touch areas are partially sanitised.
Fail	Visible dust or debris on more than 10% of surfaces; floors are dirty or wet; glass surfaces are heavily streaked; strong odours present; high-touch areas are not sanitised.