

Home Economics

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

Scope of Work

- Dusting of all surfaces including benches, shelves, and equipment.
- Sanitising of all food preparation areas and sinks.
- Mopping of floors with appropriate cleaning solutions.
- Cleaning and sanitising of taps and handles.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Vacuuming of any carpeted areas.
- Spot cleaning of walls and doors.
- Ensuring all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise food preparation areas and sinks using a food-safe sanitiser, ensuring all surfaces are left visibly clean and free from residue.
3. Mop floors using a neutral pH floor cleaner, ensuring no streaks or residue remain.
4. Clean taps and handles with a disinfectant wipe, ensuring all high-touch areas are sanitised.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
7. Vacuum carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are captured.
8. Spot clean walls and doors with a mild detergent solution, focusing on visible marks and stains.
9. Ensure all cleaning equipment is cleaned and stored properly after use.

Equipment

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|----------------------------|----------------------|---|
| • Microfibre cloths | • Disinfectant wipes | • Mop and bucket |
| • Food-safe sanitiser | • Glass cleaner | • Colour-coded cleaning cloths and mops |
| • Neutral pH floor cleaner | • HEPA-filter vacuum | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and residue. Floors are streak-free and dry. No odours present. All high-touch areas are sanitised. Rubbish bins are empty and sanitised. Windows and glass surfaces are spotless.
Good	Most surfaces are clean with minimal dust or residue. Floors are mostly streak-free. No strong odours present. Most high-touch areas are sanitised. Rubbish bins are empty. Windows and glass surfaces have minimal smudges.
Pass	Surfaces are generally clean but may have some dust or residue. Floors may have some streaks. Mild odours may be present. Some high-touch areas are sanitised. Rubbish bins are emptied but not sanitised. Windows and glass surfaces have visible smudges.
Fail	Surfaces are visibly dirty with dust and residue. Floors are streaked and wet. Strong odours present. High-touch areas are not sanitised. Rubbish bins are full or not sanitised. Windows and glass surfaces are dirty.