

IT Lab

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

Scope of Work

- Dusting of all surfaces including desks, chairs, and computer equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solution.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum carpeted areas thoroughly, paying attention to corners and under desks.
5. Mop hard floors using a damp mop and suitable cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free finish.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Approved disinfectants and cleaning solutions
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; bins are empty and sanitised; windows are streak-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors are clean with minimal debris; bins are empty but not sanitised; windows have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible debris; bins are emptied but not sanitised; windows have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with debris; bins are full; windows are dirty with streaks.