

Library

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

Scope of Work

- Dusting of all surfaces including shelves, desks, and computer stations.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and computer keyboards.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and windows.
- Spot cleaning of walls and doors to remove marks and stains.
- Organising and tidying of reading areas and study spaces.

Method

1. Begin with dusting all surfaces using a microfibre cloth and a colour-coded cleaning system to prevent cross-contamination.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality standards are met.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch surfaces using an approved disinfectant, following the manufacturer's instructions for contact time.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner and a microfibre cloth.
7. Spot clean walls and doors using a mild detergent and a damp cloth.
8. Organise reading materials and furniture to maintain a tidy appearance.

Equipment

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| • Microfibre cloths | • Mop and bucket with wringer | • Glass cleaner |
| • Colour-coded cleaning cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish present; all high-touch surfaces are sanitised; glass is streak-free; reading areas are perfectly organised.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; bins are empty; high-touch surfaces mostly sanitised; glass has minor streaks; reading areas are tidy.
Pass	Noticeable dust on surfaces; floors have visible streaks or spots; bins are not overflowing; some high-touch surfaces missed; glass has visible streaks; reading areas slightly disorganised.
Fail	Heavy dust accumulation; floors are dirty or sticky; bins overflowing; high-touch surfaces not sanitised; glass is dirty; reading areas are disorganised.