

Locker Area

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

Scope of Work

- Dusting of all surfaces including lockers, benches, and shelves.
- Sanitising of high-touch areas such as locker handles, benches, and light switches.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solution.
- Emptying and sanitising of rubbish bins.
- Inspection and removal of any visible stains or marks on walls and floors.
- Odour control measures to ensure a fresh environment.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor using a damp mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect the area for any stains or marks and spot clean as necessary.
8. Apply odour control measures if required, ensuring the product is safe for use in educational environments.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral pH cleaning solution
- Approved disinfectant
- Rubbish bin liners
- Odour control products

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless and dry; no odours present; bins are empty and sanitised.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised; floors are clean with minimal moisture; faint odours may be present; bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors are clean but damp; noticeable odours; bins are emptied but not sanitised.
Fail	Visible dust and marks on surfaces; high-touch areas are not sanitised; floors are dirty or wet; strong odours present; bins are full or not sanitised.