

Language Lab

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Sanitise high-touch areas such as keyboards, mice, and door handles.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure air vents are free from dust and debris.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, 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 using a disinfectant spray and a clean cloth, ensuring all surfaces are thoroughly wiped.
4. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust and allergens.
5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water remains.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
8. Inspect air vents and remove any visible dust or debris using a vacuum or duster.
9. Check hand sanitiser dispensers and refill as necessary, ensuring they are operational.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Vacuum cleaner with HEPA filter
- Neutral pH floor cleaner
- Damp mop (colour-coded)
- Glass cleaner
- Lint-free cloth
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and smudges; high-touch areas are sanitised with no residue; floors are spotless with no stains or watermarks; rubbish bins are empty and clean; glass surfaces are streak-free; air vents are dust-free; hand sanitiser dispensers are full and operational.
Good	Most surfaces are clean with minimal dust; high-touch areas are mostly sanitised; floors have minor stains or watermarks; rubbish bins are empty but may have minor residue; glass surfaces have minimal streaks; air vents have minor dust; hand sanitiser dispensers are mostly full and operational.
Pass	Surfaces have some dust; high-touch areas are partially sanitised; floors have visible stains or watermarks; rubbish bins are not overflowing but have residue; glass surfaces have noticeable streaks; air vents have visible dust; hand sanitiser dispensers are low but operational.
Fail	Surfaces are dusty; high-touch areas are not sanitised; floors are dirty with stains and watermarks; rubbish bins are overflowing; glass surfaces are streaked; air vents are clogged with dust; hand sanitiser dispensers are empty or non-operational.