

Music Room

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

Scope of Work

- Dust all surfaces including musical instruments, shelves, and furniture.
- Vacuum carpeted areas and mop hard floors.
- Sanitise high-touch areas such as door handles, light switches, and music stands.
- Empty rubbish bins and replace liners.
- Clean windows and mirrors to remove smudges and fingerprints.
- Ensure air vents and ducts are free from dust and debris.
- Check and clean any visible stains on carpets or upholstery.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from high to low, ensuring all surfaces are free from dust and debris.
3. Vacuum carpets using a HEPA filter vacuum cleaner to capture fine particles.
4. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
5. Sanitise high-touch areas with an approved disinfectant, ensuring proper contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean windows and mirrors with a glass cleaner, using a microfibre cloth for a streak-free finish.
8. Inspect air vents and ducts, dusting or vacuuming as necessary.

Equipment

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|--------------------------------|----------------------------|--------------------|
| • HEPA filter vacuum cleaner | • Neutral pH floor cleaner | • Dusting tools |
| • Microfibre cloths | • Approved disinfectant | • Cleaning trolley |
| • Colour-coded cleaning cloths | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or smudges visible. Floors are immaculate with no stains. Air is fresh with no odours. High-touch areas are sanitised and free from fingerprints. Rubbish bins are empty and clean.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal stains. Air is generally fresh. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue.
Pass	Noticeable dust or smudges on surfaces. Floors have visible stains. Air has slight odours. High-touch areas are inconsistently sanitised. Rubbish bins are not overflowing but have visible waste.
Fail	Heavy dust or smudges on surfaces. Floors are dirty with significant stains. Air has strong odours. High-touch areas are not sanitised. Rubbish bins are overflowing or dirty.