

## Maintenance Room

Code: ANCMF-AU-EF-MR-03 • Facility: Education Facility • Frequency: daily

### Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning supplies are stored neatly and safely.

### Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth to capture dust effectively.
3. Sanitise high-touch areas with an approved disinfectant.
4. Vacuum floors using a HEPA filter vacuum cleaner.
5. Mop floors with a neutral pH cleaner suitable for the floor type.
6. Empty rubbish bins and replace liners, ensuring waste is disposed of according to facility guidelines.
7. Clean sinks and taps with a non-abrasive cleaner and sanitise.
8. Organise cleaning supplies on the trolley for easy access and restock as necessary.

### Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA filter vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectant
- Non-abrasive sink cleaner
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                      |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no debris; no odours present; all high-touch surfaces are sanitised; rubbish bins are empty and clean; sinks and taps are shining with no water spots.      |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal debris; faint odours may be present; most high-touch surfaces are sanitised; rubbish bins are emptied but may have minor residue; sinks and taps are mostly clean. |
| <b>Pass</b>       | Visible dust on surfaces; floors have noticeable debris; odours are present; some high-touch surfaces are not sanitised; rubbish bins are not emptied; sinks and taps have water spots and residue.                           |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with significant debris; strong odours present; high-touch surfaces are not sanitised; rubbish bins are overflowing; sinks and taps are dirty with stains and residue.              |