

Metalwork Shop

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

Scope of Work

- Dusting all surfaces including benches, equipment, and storage areas.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Mopping floors with appropriate cleaning solutions to remove metal shavings and debris.
- Emptying rubbish bins and replacing liners.
- Cleaning and sanitising sinks and taps.
- Wiping down walls and partitions to remove dust and grime.
- Ensuring all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture fine metal particles.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Use a broom to sweep the floor, collecting metal shavings and debris.
4. Mop the floor with a neutral pH cleaner, focusing on areas with visible dirt and stains.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring removal of any metal residue.
7. Wipe down walls and partitions with a damp cloth to remove dust and grime.

Equipment

- Microfibre cloths
- Disinfectant spray
- Broom and dustpan
- Mop and bucket
- Neutral pH floor cleaner
- Non-abrasive cleaner for sinks
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and metal particles; floors are spotless with no visible debris; high-touch areas are sanitised with no residue; rubbish bins are empty and clean; sinks and taps are free from stains and residue.
Good	Minor dust on less accessible surfaces; floors have minimal debris; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor residue; sinks and taps have slight water spots.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas are partially sanitised; rubbish bins are emptied but dirty; sinks and taps have visible stains.
Fail	Significant dust and metal particles on surfaces; floors are dirty with visible debris; high-touch areas are not sanitised; rubbish bins are full or overflowing; sinks and taps are heavily stained.