

Physics Lab

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

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all work surfaces and high-touch areas.
- Vacuum and mop floors using a colour-coded system.
- Empty and sanitise rubbish bins.
- Clean and polish sinks and taps.
- Wipe down all glass surfaces and windows.
- Ensure all cleaning is compliant with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise work surfaces and high-touch areas with an approved disinfectant.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop the floor with a neutral detergent, ensuring the mop is rinsed frequently.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean sinks and taps with a non-abrasive cleaner, ensuring all water spots and stains are removed.
8. Wipe down glass surfaces with a glass cleaner, ensuring no streaks remain.

Equipment

- Colour-coded microfibre cloths and mops
- HEPA-filter vacuum cleaner
- Neutral detergent
- Approved disinfectant
- Non-abrasive cleaner
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; bins are sanitised and odour-free; glass surfaces are streak-free; no visible dirt or debris.
Good	Minor dust on high surfaces; floors are clean with minimal residue; bins are clean with slight odour; glass surfaces have minor streaks; minimal visible dirt or debris.
Pass	Noticeable dust on surfaces; floors have some residue; bins are emptied but not fully sanitised; glass surfaces have visible streaks; some visible dirt or debris.
Fail	Significant dust on surfaces; floors are dirty with visible residue; bins are full or have strong odour; glass surfaces are heavily streaked; visible dirt or debris is present.