

Principal's Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and window sills.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all frequently touched surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure air vents are free from dust and debris.
- Check and remove any cobwebs from corners and ceilings.
- Ensure all furniture is clean and free from dust.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum carpets and rugs, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe and sanitise all frequently touched surfaces with a disinfectant solution.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean windows and glass surfaces using a glass cleaner and a lint-free cloth.
8. Inspect air vents and clean if necessary using a vacuum with a brush attachment.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Disinfectant solution | • Cleaning trolley |
| • Vacuum cleaner | • Glass cleaner | • Rubbish bin liners |
| • Mop and bucket | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are vacuumed with no visible debris; floors are spotless with no streaks; all glass surfaces are clear and smudge-free; air vents are clean; no cobwebs present.
Good	Minor dust on less accessible surfaces; carpets are mostly clean with minimal debris; floors have slight streaks; glass surfaces have minor smudges; air vents have minimal dust; occasional cobwebs.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; glass surfaces have noticeable smudges; air vents have visible dust; cobwebs in corners.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are dirty with streaks and spills; glass surfaces are heavily smudged; air vents are clogged with dust; multiple cobwebs present.