

Prep Room

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

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum and mop floors using a colour-coded cleaning system.
- Empty and sanitise rubbish bins.
- Clean and sanitise sinks and taps.
- Ensure all cleaning products are stored safely and securely.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Sanitise high-touch surfaces with a disinfectant spray, ensuring contact time as per product instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop the floor with a neutral detergent, ensuring no residue is left.
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 soap scum and stains are removed.
8. Store all cleaning equipment and chemicals safely, ensuring compliance with safety data sheets (SDS).

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant spray
- Neutral detergent
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. High-touch surfaces are sanitised with no visible residue. Floors are spotless and dry. Rubbish bins are empty, sanitised, and odour-free. No cleaning product residue is present.
Good	Most surfaces are clean with minimal dust or marks. High-touch surfaces are sanitised with slight residue. Floors are clean with minor spots. Rubbish bins are empty and sanitised with slight odour. Minimal cleaning product residue.
Pass	Surfaces have some dust and marks. High-touch surfaces are sanitised but may have visible residue. Floors are clean but may have visible spots. Rubbish bins are empty but not fully sanitised. Some cleaning product residue present.
Fail	Surfaces are dusty and marked. High-touch surfaces are not sanitised. Floors are dirty with visible debris. Rubbish bins are full or not sanitised. Excessive cleaning product residue is present.