

Pottery Room

Code: ANCMF-AU-EF-PR-02 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, tables, and pottery equipment.
- Sanitise all work surfaces and high-touch areas.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and sanitise sinks and taps.
- Remove any clay or pottery debris from surfaces and floors.
- Ensure all cleaning is conducted in a manner that minimises disruption to educational activities.

Method

1. Begin by dusting all surfaces with a microfibre cloth, starting from the highest points and working downwards.
2. Sanitise work surfaces and high-touch areas using a suitable disinfectant, ensuring contact time as per product instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust and clay particles.
4. Mop the floor with a neutral pH cleaner, using a colour-coded mop and bucket system to prevent cross-contamination.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all clay residue is removed.
7. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Non-abrasive sink cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible marks; bins are empty and clean; sinks and taps are shining with no residue; no odours present.
Good	Minor dust on high surfaces; floors have minimal marks; bins are empty but may have slight residue; sinks and taps are clean with minor water spots; no strong odours.
Pass	Noticeable dust on surfaces; floors have visible marks; bins are emptied but not cleaned; sinks and taps have visible residue; slight odours present.
Fail	Heavy dust accumulation; floors are dirty with significant marks; bins are full or dirty; sinks and taps have heavy residue; strong odours present.