

Practice Room

Code: ANCMF-AU-EF-PR-03 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch surfaces such as door handles, light switches, and taps.
- Empty and clean rubbish bins, replace liners.
- Clean windows and mirrors to be streak-free.
- Ensure air vents are free from dust and debris.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to capture falling dust.
3. Vacuum carpeted areas thoroughly, 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. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Clean windows and mirrors using a glass cleaner and a microfibre cloth for a streak-free finish.
8. Check air vents and clean with a duster or vacuum attachment to remove dust.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no visible stains; high-touch areas are sanitised and free from smudges; windows and mirrors are crystal clear; air vents are dust-free.
Good	Minor dust on less accessible surfaces; floors have minimal marks; high-touch areas are mostly sanitised; windows and mirrors have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas are partially sanitised; windows and mirrors have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; floors are dirty with stains; high-touch areas are not sanitised; windows and mirrors are streaked and dirty; air vents are clogged with dust.