

Parent Room

Code: ANCMF-AU-EF-PR-04 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting of all surfaces including benches, tables, and shelves.
- Sanitising of all high-touch areas such as door handles, light switches, and taps.
- Vacuuming of carpeted areas and mopping of hard floors.
- Cleaning and sanitising of nappy change tables and associated areas.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and mirrors to ensure they are streak-free.
- Ensuring all consumables such as soap, paper towels, and sanitiser are replenished.
- Odour control measures to ensure a fresh environment.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Vacuum carpeted areas using a HEPA filter vacuum cleaner to reduce allergens.
4. Mop hard floors with a neutral pH floor cleaner to prevent damage to surfaces.
5. Clean nappy change tables with a hospital-grade disinfectant, focusing on all contact surfaces.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and mirrors using a glass cleaner and a lint-free cloth.
8. Check and replenish consumables, ensuring all dispensers are functioning correctly.
9. Apply odour neutralisers as needed to maintain a pleasant environment.

Equipment

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|------------------------------|-------------------------------|---------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Lint-free cloth |
| • Disinfectant spray | • Hospital-grade disinfectant | • Odour neutraliser |
| • HEPA filter vacuum cleaner | • Glass cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless and free of debris; nappy change tables are immaculate; bins are empty and odour-free; windows and mirrors are streak-free; all consumables are fully stocked; no odours present.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; floors have minimal debris; nappy change tables are clean; bins are empty but may have slight odour; windows and mirrors have minor streaks; most consumables are stocked; slight odour present.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible debris; nappy change tables are mostly clean; bins are not emptied; windows and mirrors have visible streaks; some consumables are low; noticeable odour present.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors are dirty; nappy change tables are visibly soiled; bins are overflowing; windows and mirrors are dirty; consumables are depleted; strong odour present.