

Plant Room

Code: ANCMF-AU-EF-PR-05 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including equipment and shelving.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop the floor with a neutral detergent, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised; floors are spotless with no residue; no rubbish present; air is fresh with no odours.
Good	Minor dust on non-critical surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; rubbish bins are empty; air is mostly fresh.
Pass	Noticeable dust on some surfaces; high-touch areas partially sanitised; floors have some residue; rubbish bins not overflowing; air has slight odour.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; rubbish bins overflowing; strong odours present.