

PE Store

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

Scope of Work

- Dust all surfaces including shelves, equipment, and storage areas.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and sanitise rubbish bins.
- Check and clean any visible marks on walls and doors.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Assemble cleaning trolley with 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 appropriate disinfectant, allowing sufficient contact time as per product instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture dust and allergens.
5. Mop the floor with a neutral detergent solution, ensuring the mop is rinsed frequently.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect walls and doors for marks and clean with a suitable cleaner if necessary.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised with no visible residue; bins are empty and sanitised; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; bins are empty but may have minor odours.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas are partially sanitised; bins are emptied but not sanitised.
Fail	Significant dust and marks on surfaces; floors are dirty with visible debris; high-touch areas are not sanitised; bins are full or not emptied; strong odours present.