

Parent Toilets

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

Scope of Work

- Thorough cleaning and sanitising of all toilet fixtures including toilets, urinals, sinks, and taps.
- Wiping and disinfecting of all surfaces including counters, mirrors, and partitions.
- Emptying and sanitising rubbish bins and replacing liners.
- Replenishing consumables such as toilet paper, soap, and hand towels.
- Spot cleaning of walls, doors, and handles to remove marks and stains.
- Floor cleaning including sweeping and mopping with appropriate disinfectant solutions.
- Ensuring all drains are clear and free from blockages.
- Checking and reporting any cleaning-related issues to the facility manager.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by emptying rubbish bins and replacing liners, ensuring bins are sanitised.
3. Clean and sanitise all toilet fixtures using appropriate cleaning agents, ensuring all surfaces are wiped dry.
4. Wipe and disinfect all surfaces including counters, mirrors, and partitions, using a clean cloth for each surface type.
5. Replenish all consumables, ensuring dispensers are clean and functioning properly.
6. Sweep the floor to remove debris, then mop using a disinfectant solution, ensuring the floor is left dry and free from slip hazards.
7. Conduct a final inspection to ensure all areas meet the quality criteria and address any missed spots.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- Disinfectant and cleaning agents compliant with Australian standards
- Rubbish bin liners
- Personal protective equipment (PPE) including gloves and masks
- Floor mop and bucket
- Scrubbing brushes and sponges
- Paper towel and toilet paper supplies

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from marks, stains, and dust. No unpleasant odours present. Consumables are fully stocked. Floors are dry and free from debris. Fixtures shine and are free from water spots.
Good	Surfaces are mostly clean with minor marks or dust. No strong odours. Consumables are mostly stocked. Floors are mostly dry with minimal debris. Fixtures have minor water spots.
Pass	Surfaces have noticeable marks or dust. Mild odours present. Consumables are low but available. Floors have some wet spots or debris. Fixtures are dull with visible water spots.
Fail	Surfaces are dirty with significant marks or dust. Strong unpleasant odours present. Consumables are depleted. Floors are wet or heavily soiled. Fixtures are dirty with significant water spots.