

## Reading Room

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

### Scope of Work

- Dust all surfaces including tables, chairs, shelves, and window sills.
- Vacuum all carpeted areas and rugs.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all frequently touched surfaces such as door handles, light switches, and computer keyboards.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are removed.
3. Mop hard floors using a neutral pH floor cleaner and a microfibre mop to prevent damage to floor surfaces.
4. Wipe and sanitise frequently touched surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and dispose of waste in accordance with local council regulations.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth to ensure streak-free results.

### Equipment

- |                              |                         |                                            |
|------------------------------|-------------------------|--------------------------------------------|
| • Microfibre cloths          | • Microfibre mop        | • Lint-free cloth                          |
| • HEPA-filter vacuum cleaner | • Disinfectant solution | • Colour-coded cleaning buckets and cloths |
| • Neutral pH floor cleaner   | • Glass cleaner         |                                            |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust. Floors are spotless with no visible marks. Glass surfaces are streak-free. No unpleasant odours present. Rubbish bins are empty and clean. |
| <b>Good</b>       | Minor dust on surfaces. Floors have minimal marks. Glass surfaces have minor streaks. No strong odours present. Rubbish bins are empty but may have minor residue.                          |
| <b>Pass</b>       | Noticeable dust on surfaces. Floors have visible marks. Glass surfaces have visible streaks. Mild odours present. Rubbish bins are not overflowing but have visible residue.                |
| <b>Fail</b>       | Heavy dust accumulation on surfaces. Floors are dirty with significant marks. Glass surfaces are heavily streaked. Strong unpleasant odours present. Rubbish bins are overflowing or dirty. |