

Stairwell

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

Scope of Work

- Dust and wipe down all handrails and balustrades.
- Sweep and mop all stair treads and landings.
- Remove any rubbish or debris from the stairwell area.
- Spot clean walls and skirting boards to remove marks and stains.
- Sanitise high-touch areas such as handrails and door handles.
- Ensure all lighting fixtures are free from dust and cobwebs.
- Check and clean any windowsills and ledges.
- Ensure all signage is clean and visible.

Method

1. Begin by dusting all high surfaces, including handrails and balustrades, using a microfibre cloth.
2. Sweep the entire stairwell, starting from the top and working downwards, to remove loose dirt and debris.
3. Use a mop with a neutral detergent solution to clean all stair treads and landings, ensuring no excess water is left on surfaces.
4. Spot clean walls and skirting boards with a damp cloth and appropriate cleaning solution to remove any visible marks.
5. Sanitise handrails and door handles using a disinfectant spray and cloth.
6. Dust and clean lighting fixtures, ensuring they are free from cobwebs and dust.
7. Wipe down windowsills and ledges with a damp cloth.
8. Check all signage for cleanliness and visibility, wiping down as necessary.

Equipment

- Microfibre cloths
- Broom and dustpan
- Mop and bucket
- Neutral detergent
- Disinfectant spray
- Dusting tool with extension handle
- Colour-coded cleaning cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, dirt, or marks. Handrails and high-touch areas are sanitised and free from smudges. Floors are clean and dry with no residue. Lighting fixtures are dust-free. Signage is clean and clearly visible.
Good	Minor dust or marks on less than 5% of surfaces. Handrails and high-touch areas are mostly clean with minimal smudging. Floors are clean with slight dampness. Lighting fixtures have minimal dust. Signage is mostly clean and visible.
Pass	Noticeable dust or marks on less than 10% of surfaces. Handrails and high-touch areas have some smudging. Floors are mostly clean but may have some residue. Lighting fixtures have some dust. Signage is visible but may have some dirt.
Fail	Visible dust, dirt, or marks on more than 10% of surfaces. Handrails and high-touch areas are visibly dirty. Floors are dirty or wet. Lighting fixtures are dusty. Signage is dirty or obscured.