

Sports Hall

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

Scope of Work

- Dust and wipe all surfaces including benches, bleachers, and equipment storage areas.
- Vacuum and mop all floor surfaces using appropriate cleaning solutions.
- Sanitise all high-touch areas such as door handles, light switches, and sports equipment.
- Empty and sanitise rubbish bins and replace liners.
- Clean and polish mirrors and glass surfaces.
- Inspect and clean air vents and grilles to ensure dust-free operation.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces from high to low, using a damp cloth to capture dust effectively.
3. Vacuum all floor areas thoroughly, paying special attention to corners and edges.
4. Mop floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Inspect and clean mirrors and glass surfaces with a glass cleaner, ensuring streak-free results.
8. Check air vents and grilles, dusting as necessary to maintain air quality.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner with HEPA filter
- Neutral pH floor cleaner
- Approved disinfectant
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised with no visible dirt; rubbish bins are clean and odour-free; mirrors and glass are streak-free; air vents are dust-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; mirrors and glass have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins have some odour; mirrors and glass have visible streaks; air vents have visible dust.
Fail	Heavy dust on surfaces; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are dirty and odorous; mirrors and glass are heavily streaked; air vents are clogged with dust.