

Science Lab

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

Scope of Work

- Dusting all surfaces including benches, shelves, and equipment.
- Sanitising workbenches, sinks, and high-touch areas.
- Mopping floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and windows.
- Vacuuming any carpeted areas.
- Ensuring all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Sanitise workbenches and sinks using a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Mop floors using a neutral pH cleaner, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.
7. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- Neutral pH floor cleaner
- Glass cleaner
- HEPA-filter vacuum cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. No odours present. Floors are spotless and dry. Glass surfaces are streak-free. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. Floors are clean with minimal residue. Glass surfaces have minor streaks. Rubbish bins are empty but may have slight odour.
Pass	Surfaces have visible dust or marks. Mild odours present. Floors have visible residue. Glass surfaces have noticeable streaks. Rubbish bins are not fully sanitised.
Fail	Surfaces are dirty with significant dust and marks. Strong odours present. Floors are dirty and wet. Glass surfaces are heavily streaked. Rubbish bins are full or unsanitised.