

Staff Room

Code: ANCMF-AU-EF-SR-02 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and mop hard floors.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchen appliances and surfaces, including microwaves, fridges, and sinks.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and refill soap dispensers and paper towel holders.

Method

1. Prepare the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop hard floors with a neutral pH floor cleaner to avoid damage to surfaces.
5. Wipe and sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility waste management protocols.
7. Clean kitchen appliances with appropriate cleaning agents, ensuring all food contact surfaces are sanitised.
8. Clean windows and glass surfaces with a glass cleaner, using a squeegee for a streak-free finish.
9. Check soap dispensers and paper towel holders, refilling as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- Rubbish bin liners
- HEPA-filter vacuum cleaner
- Glass cleaner and squeegee
- Mop and bucket with neutral pH floor cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains. High-touch areas are sanitised and free of smudges. Rubbish bins are empty with fresh liners. Kitchen appliances are clean and free of food residue. Windows and glass surfaces are streak-free. Soap dispensers and paper towel holders are fully stocked.
Good	Most surfaces are clean with minimal dust. Floors have minor spots but are generally clean. High-touch areas are mostly sanitised with few smudges. Rubbish bins are empty with liners replaced. Kitchen appliances are mostly clean with minor food residue. Windows and glass surfaces have minor streaks. Soap dispensers and paper towel holders are mostly stocked.
Pass	Some surfaces have visible dust. Floors have visible spots and stains. High-touch areas have some smudges and are partially sanitised. Rubbish bins are not overflowing but liners are not replaced. Kitchen appliances have visible food residue. Windows and glass surfaces have visible streaks. Soap dispensers and paper towel holders are low.
Fail	Surfaces are dusty and visibly dirty. Floors are stained and dirty. High-touch areas are not sanitised and have visible smudges. Rubbish bins are overflowing and liners are not replaced. Kitchen appliances are dirty with significant food residue. Windows and glass surfaces are streaked and dirty. Soap dispensers and paper towel holders are empty.