

Storage Room

Code: ANCMF-AU-EF-SR-03 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum or sweep floors to remove dust and debris.
- Mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored correctly and safely.
- Check for and report any signs of pest activity.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring the use of colour-coded cleaning cloths and mops.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time.
4. Vacuum or sweep the floor thoroughly, paying attention to corners and edges.
5. Mop the floor using a damp mop and a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Inspect the area for cleanliness and ensure all supplies are returned to the storage area.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant solution
- Dustpan and brush
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; rubbish bins are empty and clean; all supplies are neatly organised.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; faint odours may be present; rubbish bins are empty but may have minor residue.
Pass	Visible dust on surfaces; floors are clean but may have visible streaks; noticeable odours; rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation; floors are dirty or wet; strong odours present; rubbish bins are full or overflowing; supplies are disorganised.