

Stationery Store

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

Scope of Work

- Dust all surfaces including shelves, desks, and storage units.
- Sanitise high-touch areas such as door handles, light switches, and counter tops.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean glass surfaces and mirrors to remove fingerprints and smudges.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce airborne particles.
5. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

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|------------------------------------|----------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Disinfectant spray | • Glass cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible smudges. Floors are spotless with no residue. Rubbish bins are empty and clean. Glass surfaces are streak-free.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with few smudges. Floors are clean with slight residue. Rubbish bins are empty. Glass surfaces have minor streaks.
Pass	Surfaces have some dust. High-touch areas are sanitised but with visible smudges. Floors are clean but with noticeable residue. Rubbish bins are not overflowing. Glass surfaces have visible streaks.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant residue. Rubbish bins are overflowing. Glass surfaces are heavily streaked.