

Staff Toilets

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

Scope of Work

- Thorough cleaning and sanitising of all toilet fixtures including bowls, seats, and lids.
- Cleaning and polishing of mirrors and glass surfaces.
- Sanitising of sinks, taps, and countertops.
- Emptying and sanitising rubbish bins.
- Replenishing toilet paper, soap, and hand towels.
- Dusting and wiping of all surfaces including partitions and doors.
- Mopping and sanitising of floors.
- Removal of any visible stains or marks on walls and tiles.
- Ensuring all dispensers are operational and filled.

Method

1. Prepare the cleaning trolley with all necessary supplies and ensure colour-coded cleaning cloths are used to prevent cross-contamination.
2. Begin by emptying rubbish bins and replacing liners.
3. Dust and wipe all surfaces, starting from high to low areas to capture all dust and debris.
4. Clean and sanitise toilet fixtures using appropriate cleaning agents, ensuring all surfaces are scrubbed and rinsed.
5. Sanitise sinks, taps, and countertops, ensuring all soap scum and watermarks are removed.
6. Clean mirrors and glass surfaces with glass cleaner for a streak-free finish.
7. Mop floors using a sanitising solution, ensuring all areas are covered and excess water is removed.
8. Check and refill all dispensers with necessary supplies.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- Sanitising agents and disinfectants
- Glass cleaner
- Rubbish bin liners
- Toilet brushes
- Dusting cloths
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, dirt, or marks. Fixtures are sanitised and polished to a shine. No odours present. Supplies fully stocked.
Good	Surfaces are clean with minimal dust or marks. Fixtures are sanitised. Mild odours may be present. Supplies mostly stocked.
Pass	Surfaces have some dust or marks. Fixtures are mostly sanitised. Noticeable odours present. Supplies partially stocked.
Fail	Surfaces are visibly dirty or dusty. Fixtures are not sanitised. Strong odours present. Supplies not stocked.