

Toilets

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

Scope of Work

- Remove all rubbish from bins and replace liners.
- Clean and sanitise all toilet bowls, seats, and urinals.
- Wipe and sanitise all sinks, taps, and mirrors.
- Refill soap dispensers and toilet paper holders.
- Mop floors with a disinfectant solution.
- Dust and wipe all surfaces, including partitions and doors.
- Check and clean air vents and grilles.
- Ensure all surfaces are dry and free from streaks.

Method

1. Prepare the cleaning trolley with all necessary supplies and ensure colour-coded cleaning cloths are used for different areas.
2. Remove rubbish from bins, replace liners, and dispose of waste according to facility guidelines.
3. Apply toilet cleaner to bowls and urinals, scrub thoroughly, and flush.
4. Use a disinfectant spray on sinks, taps, and mirrors, and wipe with a clean cloth.
5. Refill soap dispensers and toilet paper holders as needed.
6. Mop the floor with a disinfectant solution, ensuring all areas are covered.
7. Dust and wipe down all surfaces, including partitions and doors, using appropriate cleaning agents.
8. Inspect air vents and grilles, clean if necessary, and ensure they are free from dust and debris.
9. Conduct a final inspection to ensure all areas are clean, dry, and free from streaks.

Equipment

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| • Cleaning trolley | • Toilet brushes | • Rubbish bin liners |
| • Colour-coded cleaning cloths | • Mop and bucket | • Personal protective equipment (PPE) |
| • Disinfectant solutions | • Dusting cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no streaks or residue. Air is fresh with no odours. Supplies are fully stocked. Floors are dry and free from debris.
Good	Surfaces are generally clean with minor streaks. Air is mostly fresh, minimal odours. Supplies are mostly stocked. Floors are mostly dry with minimal debris.
Pass	Surfaces are clean but with noticeable streaks or residue. Air has slight odours. Supplies are low but available. Floors are slightly damp with some debris.
Fail	Surfaces are visibly dirty or unsanitised. Air has strong odours. Supplies are depleted. Floors are wet or have significant debris.