

Teachers Lounge

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

Scope of Work

- Dusting of all surfaces including tables, chairs, and shelves.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising of kitchen area including benchtops, sinks, and appliances.
- Emptying and sanitising rubbish bins.
- Spot cleaning of walls and doors.
- Cleaning of windows and glass surfaces.

Method

1. Begin by dusting all surfaces using a microfibre cloth and appropriate dusting solution.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne dust.
3. Mop hard floors with a neutral pH floor cleaner and a colour-coded mop system.
4. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
5. Clean kitchen benchtops and sinks with a food-safe sanitiser, and wipe down appliances with a damp cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Spot clean walls and doors with a mild detergent solution.
8. Clean windows and glass surfaces with a glass cleaner and squeegee.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Disinfectant spray
- Food-safe sanitiser
- Glass cleaner and squeegee
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; high-touch areas are sanitised and visibly clean; bins are empty and sanitised; windows are streak-free.
Good	Minor dust on surfaces; floors are clean with minimal marks; faint odours may be present; high-touch areas are mostly sanitised; bins are empty but not sanitised; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible marks; odours are noticeable; high-touch areas are partially sanitised; bins are not empty; windows are streaky.
Fail	Heavy dust accumulation; floors are dirty and wet; strong odours present; high-touch areas are not sanitised; bins are overflowing; windows are dirty.