

Tutorial Room

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

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Vacuum carpeted areas and mop hard floors.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and desks.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and markers.
- Ensure windows and glass surfaces are free from smudges and fingerprints.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies and ensure all equipment is in good working order.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate floor cleaner, ensuring no excess water is left behind.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution, ensuring full coverage and adequate contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean whiteboards using a suitable cleaner and ensure markers are in working condition.
8. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks remain.
9. Check hand sanitiser dispensers and refill as necessary.

Equipment

- | | | |
|---------------------|-------------------------|--------------------------|
| • Microfibre cloths | • Disinfectant solution | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | • Hand sanitiser refills |
| • Mop and bucket | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. Floors are spotless with no debris. High-touch surfaces are sanitised and have no visible marks. Rubbish bins are empty and clean. Windows and glass surfaces are streak-free.
Good	Most surfaces are clean with minimal dust. Floors are clean with minor debris in low-traffic areas. High-touch surfaces are mostly sanitised with few marks. Rubbish bins are empty but may have minor residue. Windows and glass surfaces have minor streaks.
Pass	Surfaces have some dust accumulation. Floors have visible debris in some areas. High-touch surfaces are partially sanitised with visible marks. Rubbish bins are emptied but not cleaned. Windows and glass surfaces have visible streaks.
Fail	Surfaces are dusty and visibly dirty. Floors have significant debris. High-touch surfaces are not sanitised and have visible marks. Rubbish bins are full or not emptied. Windows and glass surfaces are dirty with numerous streaks.