

Textiles Room

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

Scope of Work

- Dusting all surfaces including tables, chairs, and shelves.
- Vacuuming carpets and rugs to remove dust and debris.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down sewing machines and other equipment with disinfectant wipes.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Emptying rubbish bins and replacing liners.
- Cleaning windows and mirrors to remove smudges and fingerprints.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas.
2. Begin by dusting all surfaces, starting from the highest point and working downwards.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe down all equipment and high-touch areas with disinfectant wipes, ensuring surfaces are visibly clean and free from smudges.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and mirrors using glass cleaner and a microfibre cloth for a streak-free finish.
8. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Cleaning trolley with colour-coded cloths and mop heads.
- Vacuum cleaner with HEPA filter.
- Mop and bucket with appropriate cleaning solution.
- Disinfectant wipes and spray.
- Glass cleaner and microfibre cloths.
- Rubbish bin liners.

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; carpets are free from debris; floors are streak-free; no odours present; all high-touch areas are sanitised; windows and mirrors are spotless.
Good	Minor dust on high surfaces; carpets mostly free from debris; floors have minimal streaks; faint odours may be present; most high-touch areas are sanitised; windows and mirrors have minor smudges.
Pass	Noticeable dust on surfaces; some debris on carpets; floors have visible streaks; noticeable odours present; some high-touch areas not sanitised; windows and mirrors have visible smudges.
Fail	Heavy dust accumulation; significant debris on carpets; floors are dirty and streaked; strong odours present; high-touch areas not sanitised; windows and mirrors are dirty.