

Uniform Shop

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

Scope of Work

- Dusting of all surfaces including shelves, counters, and display areas.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and payment terminals.
- Cleaning of glass surfaces including windows and mirrors.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors as needed.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Vacuum all carpeted areas and mats using a vacuum cleaner with a HEPA filter to ensure dust and allergens are captured.
3. Mop hard floors using a mop and bucket system with a neutral pH floor cleaner, ensuring floors are left dry to prevent slips.
4. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effective germ kill.
5. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior with a disinfectant wipe.
7. Spot clean walls and doors with a mild detergent solution as needed.
8. Check and replenish cleaning supplies, ensuring all products are stored in a designated area on the cleaning trolley.

Equipment

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| • Microfibre cloths | • Neutral pH floor cleaner | • Lint-free cloths |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Disinfectant wipes |
| • Mop and bucket | • Glass cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no fingerprints or smudges on glass; bins are empty and sanitised; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; glass has minor smudges; bins are empty but not sanitised; faint odours present.
Pass	Noticeable dust on surfaces; floors are clean but wet; glass has visible smudges; bins are full but not overflowing; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty or sticky; glass is heavily smudged; bins are overflowing; strong odours present.