

## Workshop

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

### Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum and mop all floors, ensuring removal of debris and stains.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Wipe down and sanitise all workstations and tools.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum floors using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
6. Clean windows with a glass cleaner and squeegee for a streak-free finish.
7. Wipe down all workstations and tools with a sanitising solution, ensuring all surfaces are left dry.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and squeegee
- Sanitising solution
- Colour-coded cleaning cloths and equipment
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free from dust and debris. Floors are spotless with no stains or residue. High-touch areas are sanitised and dry. Windows and glass surfaces are streak-free. No rubbish is present, and bins are clean and odour-free. |
| <b>Good</b>       | Most surfaces are clean with minimal dust. Floors have minor marks but are generally clean. High-touch areas are sanitised. Windows have minor smudges. Bins are emptied, with slight odour present.                                                       |
| <b>Pass</b>       | Surfaces have visible dust. Floors have noticeable stains or residue. High-touch areas are inconsistently sanitised. Windows and glass surfaces have visible smudges. Bins are not emptied regularly, with noticeable odour.                               |
| <b>Fail</b>       | Surfaces are dusty and dirty. Floors are stained and sticky. High-touch areas are not sanitised. Windows and glass surfaces are dirty. Bins are overflowing with rubbish and have strong odour.                                                            |