

Waiting Area

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

Scope of Work

- Dust all surfaces, including tables, chairs, and fixtures.
- Vacuum carpeted areas and mop hard floors.
- Wipe and sanitise all high-touch surfaces, including door handles and light switches.
- Empty rubbish bins and replace liners.
- Clean and sanitise seating areas.
- Ensure all glass surfaces, including windows and doors, are free of smudges and fingerprints.
- Check for and remove any unpleasant odours.

Method

1. Prepare cleaning trolley with all necessary supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a suitable floor cleaner, ensuring no residue is left.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or debris visible. Floors are immaculate with no stains or marks. High-touch surfaces are sanitised and free of smudges. Glass surfaces are crystal clear. No odours present. Bins are empty and clean.
Good	Minor dust or debris on surfaces. Floors are clean with minimal marks. High-touch surfaces are mostly sanitised. Glass surfaces have minor smudges. No strong odours. Bins are empty but may have minor residue.
Pass	Noticeable dust or debris on some surfaces. Floors have visible marks. High-touch surfaces are partially sanitised. Glass surfaces have visible smudges. Mild odours present. Bins are emptied but not thoroughly cleaned.
Fail	Significant dust or debris on surfaces. Floors are dirty with stains. High-touch surfaces are not sanitised. Glass surfaces are dirty. Strong odours present. Bins are full or dirty.