

Woodwork Shop

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

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Vacuum all floors to remove sawdust and debris.
- Mop floors with appropriate wood-safe cleaning solution.
- Wipe down all machinery and tools with a damp cloth.
- Empty rubbish bins and replace liners.
- Sanitise high-touch areas such as door handles and light switches.
- Ensure all cleaning supplies are stored safely and securely.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture fine particles.
2. Use a vacuum with a HEPA filter to remove sawdust from floors and surfaces.
3. Mop floors using a wood-safe cleaning solution, ensuring no excess water is left on the surface.
4. Wipe down machinery and tools with a damp cloth, ensuring no moisture is left on electrical components.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
6. Sanitise high-touch areas using a disinfectant spray and cloth.
7. Check and restock cleaning supplies on the trolley, ensuring all items are stored securely.

Equipment

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|------------------------------|----------------------|--------------------|
| • Microfibre cloths | • Damp cloths | • Cleaning trolley |
| • HEPA filter vacuum cleaner | • Disinfectant spray | |
| • Wood-safe mop and bucket | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, floors are spotless with no debris, all high-touch areas are sanitised, and no odours are present. Equipment is visibly clean and free of residue.
Good	Minor dust on surfaces, floors are clean with minimal debris, high-touch areas are mostly sanitised, and no strong odours are present. Equipment is mostly clean with minor residue.
Pass	Noticeable dust on surfaces, some debris on floors, high-touch areas are partially sanitised, and mild odours are present. Equipment has visible residue.
Fail	Significant dust accumulation, floors have visible debris, high-touch areas are not sanitised, and strong odours are present. Equipment is dirty with significant residue.