

Creche

Code: ANCMF-AU-GB-C-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including shelves, tables, and play equipment.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors using a colour-coded system to prevent cross-contamination.
- Sanitising of all high-touch surfaces such as door handles, light switches, and toys.
- Cleaning and sanitising of toilets and nappy change areas.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove fingerprints and smudges.
- Ensuring all cleaning products are used according to manufacturer instructions and safety data sheets.

Method

1. Prepare the cleaning trolley with all necessary equipment and colour-coded cloths.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral detergent, ensuring no residue is left behind.
5. Sanitise high-touch surfaces with an approved disinfectant, allowing appropriate contact time.
6. Clean toilets and nappy change areas with a dedicated colour-coded cloth and sanitiser.
7. Empty rubbish bins, replace liners, and sanitise bin surfaces.
8. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Cleaning trolley
- Approved disinfectants and sanitisers
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no residue. High-touch surfaces are sanitised and free of smudges. Toilets and nappy areas are odour-free and sanitised. Windows are streak-free.
Good	Minor dust on surfaces. Floors are clean with minimal residue. High-touch surfaces are mostly sanitised. Toilets and nappy areas are clean with slight odour. Windows have minor streaks.
Pass	Noticeable dust on some surfaces. Floors have visible residue. High-touch surfaces are partially sanitised. Toilets and nappy areas have noticeable odour. Windows have visible streaks.
Fail	Surfaces are dusty. Floors are dirty with significant residue. High-touch surfaces are not sanitised. Toilets and nappy areas have strong odour and are unsanitary. Windows are dirty with streaks.