

Childcare Center

Code: ANCMF-AU-GB-CC-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including shelves, furniture, and play equipment.
- Vacuuming of carpets and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of all high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Sanitising of toys and play equipment.
- Spot cleaning of walls and doors.
- Ensuring all cleaning supplies are stored safely and securely.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used for different areas to prevent cross-contamination.
2. Begin with dusting all surfaces, using a damp cloth to capture dust effectively.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch surfaces using a disinfectant approved for childcare environments.
6. Clean toilets and washbasins with a disinfectant cleaner, ensuring all surfaces are wiped dry.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Clean windows and glass surfaces with a streak-free cleaner.
9. Sanitise toys and play equipment using a child-safe disinfectant.
10. Spot clean walls and doors as needed, using a mild detergent.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant sprays and wipes
- Glass cleaner
- Neutral pH floor cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. Floors are spotless and dry. No odours present. High-touch surfaces are sanitised and free from smudges. Toys and equipment are clean and sanitised. Windows are streak-free.
Good	Most surfaces are clean with minimal dust or marks. Floors are clean with minor spots. No strong odours. High-touch surfaces are mostly sanitised. Toys and equipment are generally clean. Windows have minor streaks.
Pass	Surfaces have some dust or marks. Floors have visible spots. Mild odours may be present. High-touch surfaces are partially sanitised. Toys and equipment have some dirt. Windows have noticeable streaks.
Fail	Surfaces are visibly dirty with dust and marks. Floors are dirty or sticky. Strong odours present. High-touch surfaces are not sanitised. Toys and equipment are dirty. Windows are dirty with streaks.