

DNA Lab

Code: ANCMF-AU-GB-DL-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including benches, equipment exteriors, and shelving.
- Sanitising of all work surfaces, including benches and equipment exteriors, using appropriate disinfectants.
- Vacuuming of all carpeted areas using HEPA-filtered vacuum cleaners.
- Mopping of hard floors with a neutral detergent and disinfectant solution.
- Cleaning and sanitising of sinks and taps.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Ensuring all cleaning equipment is cleaned and stored correctly after use.

Method

1. Begin by donning appropriate personal protective equipment (PPE) including gloves and masks.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
4. Sanitise all work surfaces with a disinfectant approved for laboratory use, ensuring contact time is adhered to.
5. Vacuum all carpeted areas using a HEPA-filtered vacuum cleaner to capture fine particles.
6. Mop hard floors with a neutral detergent and disinfectant, ensuring floors are left dry to prevent slips.
7. Clean and sanitise sinks and taps, ensuring no residue is left.
8. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
9. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.
10. Inspect all areas to ensure compliance with cleaning standards before leaving the site.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Neutral detergent
- Laboratory-approved disinfectant
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, debris, and stains. No odours present. Floors are dry and streak-free. Rubbish bins are empty and sanitised. No visible fingerprints or smudges on glass surfaces.
Good	Minor dust or smudges on less than 5% of surfaces. Floors are mostly dry with minimal streaks. Rubbish bins are empty but may have minor odours. Glass surfaces have minimal smudging.
Pass	Noticeable dust or smudges on less than 10% of surfaces. Floors may have some streaks or damp areas. Rubbish bins are emptied but not sanitised. Glass surfaces have visible smudges.
Fail	Visible dust, debris, or stains on more than 10% of surfaces. Floors are wet or heavily streaked. Rubbish bins are full or have not been sanitised. Glass surfaces are heavily smudged or dirty.