

Staff Lockers

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

Scope of Work

- Dust and wipe down all locker surfaces, including tops, sides, and doors.
- Sanitise handles and frequently touched surfaces.
- Vacuum and mop floors around locker areas.
- Empty and sanitise rubbish bins.
- Inspect for and remove any visible mould or mildew.
- Ensure no lingering odours are present.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting all surfaces with a microfibre cloth.
3. Apply a suitable sanitising solution to all handles and high-touch areas.
4. Vacuum the floor area using a HEPA-filtered vacuum cleaner.
5. Mop the floor with a neutral pH cleaner.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Sanitising wipes
- Colour-coded cleaning solutions
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or marks. Handles and high-touch areas are sanitised and free of smudges. Floors are spotless with no debris. No odours present. Bins are empty and sanitised.
Good	Minor dust or marks on surfaces. Handles and high-touch areas are mostly clean. Floors have minimal debris. Faint odours may be present. Bins are empty but not fully sanitised.
Pass	Visible dust or marks on surfaces. Handles and high-touch areas show some smudges. Floors have noticeable debris. Odours are present. Bins are not fully emptied or sanitised.
Fail	Surfaces are dirty with significant dust or marks. Handles and high-touch areas are unsanitised. Floors are dirty with debris. Strong odours present. Bins are full and unsanitised.