

Childcare Center

Code: ANCMF-AU-R-CC-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces including furniture, shelves, and play equipment.
- Vacuuming of carpets and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and nappy change areas.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Sanitising of toys and play equipment.
- Restocking of hygiene supplies such as soap and paper towels.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from high to low surfaces to ensure all dust is captured.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce allergens.
4. Mop floors using a microfibre mop and an appropriate disinfectant solution.
5. Sanitise high-touch surfaces with a hospital-grade disinfectant.
6. Clean toilets using a toilet-specific cleaner and brush, ensuring thorough sanitisation.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean windows with a streak-free glass cleaner and microfibre cloth.
9. Sanitise toys and play equipment with a child-safe disinfectant.
10. Check and restock hygiene supplies, ensuring dispensers are clean and functional.

Equipment

- HEPA-filter vacuum cleaner
- Microfibre cloths and mops
- Colour-coded cleaning cloths and buckets
- Hospital-grade disinfectant
- Child-safe disinfectant for toys
- Toilet brush and cleaner
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. Floors are spotless with no debris. High-touch surfaces are sanitised and free of smudges. Toilets are odour-free and sanitised. Rubbish bins are empty and sanitised. Windows are streak-free. Toys are sanitised and dry.
Good	Most surfaces are clean with minimal dust or marks. Floors have minor debris. High-touch surfaces are mostly sanitised. Toilets are clean with slight odour. Rubbish bins are empty but not sanitised. Windows have minor streaks. Toys are mostly sanitised.
Pass	Surfaces have visible dust and marks. Floors have noticeable debris. High-touch surfaces are inconsistently sanitised. Toilets have noticeable odour. Rubbish bins are not emptied. Windows are streaky. Toys are not fully sanitised.
Fail	Surfaces are visibly dirty with dust and stains. Floors are dirty with significant debris. High-touch surfaces are not sanitised. Toilets are dirty with strong odour. Rubbish bins are full and dirty. Windows are very streaky. Toys are dirty and unsanitised.