

## Staff Lockers

Code: ANCMF-AU-TH-SL-01 • Facility: Transportation Hub • Frequency: daily

### Scope of Work

- Dust all locker surfaces, including tops and sides.
- Wipe down locker doors and handles with a sanitising solution.
- Vacuum the floor area around lockers to remove debris and dust.
- Mop the floor with a disinfectant solution.
- Empty and clean rubbish bins near locker areas.
- Inspect for and remove any visible mould or mildew.
- Ensure all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all locker surfaces using a microfibre cloth to capture dust particles effectively.
3. Apply a sanitising solution to a clean cloth and wipe down all locker doors and handles, focusing on high-touch areas.
4. Use a vacuum cleaner to remove dust and debris from the floor area around the lockers.
5. Mop the floor with a disinfectant solution, ensuring the mop is regularly rinsed and replaced as needed.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant spray.
7. Inspect for any signs of mould or mildew and clean with an appropriate mould removal solution if necessary.

### Equipment

- Cleaning trolley
- Microfibre cloths (colour-coded)
- Sanitising solution
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant solution
- Rubbish bin liners
- Mould removal solution

### Quality Criteria

| Performance Level | Criteria                                                                                                                                          |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; no visible debris on floors; no odours present; bins are empty and clean; no signs of mould or mildew. |
| <b>Good</b>       | Minor dust on surfaces; minimal debris on floors; bins are emptied but may have minor marks; no strong odours; no visible mould or mildew.        |
| <b>Pass</b>       | Noticeable dust on surfaces; some debris on floors; bins are emptied but not cleaned; slight odours present; minor signs of mould or mildew.      |
| <b>Fail</b>       | Significant dust and marks on surfaces; visible debris on floors; bins are full or dirty; strong odours present; visible mould or mildew.         |