Task: Clean the Hacklab

Timeframe: 1 hour

Staff:

Team 1 (2 people): Desk alignment and cleaning, audit

Team 2 (2 people): Floor sweeping and mopping, audit

SMART Goals and Milestones:

Team 1: Desk Alignment and Cleaning, Audit

Goal 1: All desks will be aligned uniformly against the wall within 15 minutes.

Measurement: Visual inspection of desk alignment.

Acceptance Criteria: All desks are pushed against the wall and facing the same direction.

Goal 2: All desk surfaces will be cleaned and sanitized within 20 minutes.

Measurement: Visual inspection of desk cleanliness.

Acceptance Criteria: Desktops are free of debris, spills, and fingerprints.

Goal 3: A safety audit of the desk area will be completed within 5 minutes.

Measurement: Completed safety audit checklist.

Acceptance Criteria: Checklist is completed, identifying any potential hazards or broken items.

Team 2: Floor Sweeping and Mopping, Audit

Goal 1: The entire Hacklab floor will be swept within 10 minutes.

Measurement: Visual inspection of floor cleanliness.

Acceptance Criteria: Floor is free of visible debris.

Goal 2: The entire Hacklab floor will be mopped within 20 minutes.

Measurement: Visual inspection of floor cleanliness.

Acceptance Criteria: Floor is damp and free of visible dirt.

Goal 3: A safety audit of the floor area will be completed within 5 minutes.

Measurement: Completed safety audit checklist.

Acceptance Criteria: Checklist is completed, identifying any potential hazards or broken items.

Deliverables:

Clean and organized Hacklab

Completed safety audit reports for both desk and floor areas

Note: Cleaning supplies will be provided.

Additional Considerations:

Consider assigning specific roles within each team (e.g., one person aligns desks, the other cleans).

Ensure clear communication between teams to avoid overlapping efforts.

Have a designated area for discarded items.