

Atrium

Code: ANCMF-AU-CO-A-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including ledges, railings, and decorative elements.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Cleaning and sanitising of glass surfaces and windows.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Spot cleaning of walls and doors to remove marks and stains.
- Sanitising of high-touch areas such as door handles and lift buttons.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin with dusting high surfaces, working downwards to ensure all dust and debris are captured.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring streak-free results.
6. Empty rubbish bins, replace liners, and sanitise bins with a disinfectant spray.
7. Spot clean walls and doors with a mild detergent solution to remove any visible marks.
8. Sanitise high-touch areas with a disinfectant wipe or spray, ensuring complete coverage.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Glass cleaner
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are spotless and dry; glass surfaces are streak-free; bins are empty and sanitised; no marks on walls or doors; high-touch areas are fully sanitised.
Good	Minor dust or debris on less than 5% of surfaces; floors are clean with minimal streaks; glass surfaces have minor streaks; bins are empty but not fully sanitised; minor marks on walls or doors; high-touch areas mostly sanitised.
Pass	Noticeable dust or debris on less than 10% of surfaces; floors are generally clean but may have streaks; glass surfaces have visible streaks; bins are emptied but not sanitised; visible marks on walls or doors; high-touch areas partially sanitised.
Fail	Visible dust or debris on more than 10% of surfaces; floors are dirty or wet; glass surfaces are streaked; bins are full or not emptied; significant marks on walls or doors; high-touch areas not sanitised.