

Archive Room

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

Scope of Work

- Dusting of all surfaces including shelves, cabinets, and files.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors.
- Sanitising of frequently touched surfaces such as door handles and light switches.
- Emptying and sanitising rubbish bins.
- Spot cleaning of walls and doors.
- Ensuring all cleaning activities are conducted using a colour-coded cleaning system 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 surfaces starting from the highest point and working downwards to prevent recontamination.
3. Vacuum all 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. Sanitise all frequently touched surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish present; all high-touch surfaces are sanitised; no odours detected.
Good	Minor dust on high surfaces; floors are clean with minimal marks; rubbish bins are empty; high-touch surfaces mostly sanitised; no strong odours.
Pass	Noticeable dust on surfaces; floors have visible marks; rubbish bins not overflowing; some high-touch surfaces sanitised; slight odours present.
Fail	Heavy dust accumulation; floors are dirty; rubbish bins overflowing; high-touch surfaces not sanitised; strong odours present.