

Boardroom

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and any glass partitions.
- Check and refill any hand sanitiser dispensers.
- Ensure all furniture is arranged neatly and appropriately.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring a colour-coded system is used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the carpet using a vacuum cleaner with a HEPA filter to ensure dust and allergens are effectively removed.
4. Wipe and sanitise all high-touch surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth to avoid streaks.
7. Check hand sanitiser dispensers and refill as necessary.
8. Rearrange furniture to its original layout, ensuring a tidy appearance.

Equipment

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| • Microfibre cloths (colour-coded) | • Glass cleaner | • Rubbish bin liners |
| • Vacuum cleaner with HEPA filter | • Lint-free cloths | • Hand sanitiser refills |
| • Disinfectant solution | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are free of debris and stains; glass surfaces are streak-free; no unpleasant odours; all high-touch surfaces are sanitised; rubbish bins are empty and clean; hand sanitiser dispensers are full.
Good	Minor dust on less accessible surfaces; carpets are mostly free of debris; glass surfaces have minimal streaks; no unpleasant odours; most high-touch surfaces are sanitised; rubbish bins are empty; hand sanitiser dispensers are mostly full.
Pass	Noticeable dust on some surfaces; some debris on carpets; glass surfaces have visible streaks; slight odours present; some high-touch surfaces are sanitised; rubbish bins are not overflowing; hand sanitiser dispensers are partially full.
Fail	Significant dust accumulation; carpets have visible debris and stains; glass surfaces are dirty; unpleasant odours present; high-touch surfaces are not sanitised; rubbish bins are overflowing; hand sanitiser dispensers are empty.