

Conference Room

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all touchpoints including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all furniture is arranged neatly and free of dust and debris.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas 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 HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
5. Wipe and sanitise all touchpoints with a disinfectant solution, paying special attention to frequently touched areas.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.
8. Rearrange furniture as per the standard layout, ensuring all items are clean and in good condition.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Damp mop and bucket
- Neutral pH floor cleaner
- Disinfectant solution
- Glass cleaner
- Lint-free cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or debris. Floors are clean and free of marks. Glass surfaces are streak-free. No unpleasant odours present. All touchpoints are sanitised and free of smudges.
Good	Minor dust or smudges on surfaces. Floors are generally clean with minimal marks. Glass surfaces have minor streaks. No strong odours. Most touchpoints are sanitised.
Pass	Noticeable dust or smudges on some surfaces. Floors have visible marks. Glass surfaces have visible streaks. Mild odours present. Some touchpoints are not sanitised.
Fail	Significant dust or debris on surfaces. Floors are dirty with numerous marks. Glass surfaces are heavily streaked. Strong unpleasant odours present. Touchpoints are not sanitised.