

Electrical Room

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum floors to remove dust and debris.
- Mop hard floors with appropriate cleaning solution.
- Wipe down all accessible surfaces with a damp cloth.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities do not interfere with electrical equipment.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the floor using a vacuum cleaner with a HEPA filter to capture fine dust particles.
4. Mop the floor using a damp mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
5. Wipe down all accessible surfaces with a damp cloth, ensuring no moisture enters electrical equipment.
6. Sanitise high-touch areas with a disinfectant wipe, paying special attention to door handles and light switches.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.

Equipment

- Microfibre cloths
- HEPA filter vacuum cleaner
- Damp mop and bucket
- Neutral pH cleaning solution
- Disinfectant wipes
- Colour-coded cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; floors are spotless with no streaks or residue; high-touch areas are sanitised and free from fingerprints; rubbish bins are empty and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; rubbish bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible streaks; some high-touch areas are not sanitised; rubbish bins are not emptied or have noticeable odour.
Fail	Significant dust and debris on surfaces; floors are dirty with visible marks; high-touch areas are unsanitised; rubbish bins are full and have strong odour.