

Executive Suite

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

Scope of Work

- Dusting all surfaces, including desks, shelves, and decorative items.
- Vacuuming carpets and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and telephones.
- Cleaning and polishing glass surfaces and mirrors.
- Emptying rubbish bins and replacing liners.
- Cleaning and sanitising toilets and washbasins.
- Replenishing consumables such as toilet paper, hand soap, and paper towels.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all surfaces, working from top to bottom to ensure no area is missed.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a suitable cleaning solution, ensuring the floor is left dry and streak-free.
5. Sanitise high-touch areas with a disinfectant spray, allowing adequate contact time for effective germ kill.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
7. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
8. Clean toilets and washbasins with appropriate cleaning agents, ensuring all surfaces are sanitised.
9. Replenish consumables, ensuring stock levels are maintained for continuous availability.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and smudges. Carpets are vacuumed with no visible debris. Floors are streak-free and dry. High-touch areas are sanitised with no residue. Glass surfaces are spotless. Rubbish bins are empty and clean. Toilets and washbasins are sanitised and odour-free. Consumables are fully stocked.
Good	Most surfaces are clean with minimal dust. Carpets are vacuumed with minor debris in corners. Floors have minor streaks. High-touch areas are mostly sanitised. Glass surfaces have minor smudges. Rubbish bins are empty but may have minor residue. Toilets and washbasins are clean with slight odour. Consumables are mostly stocked.
Pass	Some surfaces have visible dust. Carpets have visible debris. Floors are streaky. High-touch areas are partially sanitised. Glass surfaces have visible smudges. Rubbish bins are not emptied. Toilets and washbasins are not fully clean. Consumables are low.
Fail	Surfaces are dusty and unclean. Carpets have significant debris. Floors are dirty and wet. High-touch areas are unsanitised. Glass surfaces are dirty. Rubbish bins are full. Toilets and washbasins are dirty and odorous. Consumables are depleted.