

Fire Exit

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

Scope of Work

- Remove all rubbish and debris from the fire exit area.
- Dust all surfaces, including handrails and ledges.
- Sanitise high-touch surfaces such as door handles and push bars.
- Vacuum or sweep the floor to remove dust and dirt.
- Mop the floor with a suitable cleaning solution to ensure it is free of stains and spills.
- Check and clean light fixtures for dust and cobwebs.
- Ensure all signage is clean and visible.

Method

1. Begin by removing all rubbish and debris, placing it in the appropriate rubbish bin.
2. Use a colour-coded cleaning cloth to dust all surfaces, starting from the top and working downwards.
3. Apply a sanitising solution to high-touch surfaces and wipe with a clean cloth.
4. Vacuum or sweep the entire floor area, paying attention to corners and edges.
5. Mop the floor using a neutral pH cleaning solution, ensuring no excess water is left behind.
6. Dust light fixtures and remove any cobwebs using an extendable duster.
7. Wipe down all signage with a damp cloth to ensure clarity and visibility.

Equipment

- Colour-coded cleaning cloths
- Sanitising solution
- Vacuum cleaner
- Mop and bucket
- Neutral pH cleaning solution
- Extendable duster
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless with no residue; signage is clear and legible; no rubbish or debris present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; signage is mostly clear; minimal rubbish or debris present.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have some residue; signage is legible but not clear; some rubbish or debris present.
Fail	Significant dust and marks on surfaces; high-touch areas not sanitised; floors are dirty with visible residue; signage is unclear; rubbish or debris present.