

Filing Room

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

Scope of Work

- Dust all surfaces, including shelves, filing cabinets, and desks.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors using appropriate cleaning solutions.
- Wipe down all horizontal surfaces with a sanitising solution.
- Empty rubbish bins and replace liners.
- Clean and sanitise door handles and light switches.
- Ensure all cleaning activities are performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Wipe down all horizontal surfaces with a sanitising solution, ensuring even coverage.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Sanitise door handles and light switches using a disinfectant wipe.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Sanitising solution
- Disinfectant wipes
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust; carpets are spotless and free of debris; no odours present; bins are empty and clean; all high-touch areas are sanitised.
Good	Minor dust on high surfaces; carpets are clean with minimal debris; no strong odours; bins are empty but may have minor residue; most high-touch areas are sanitised.
Pass	Noticeable dust on surfaces; carpets have some debris; faint odours present; bins are emptied but not cleaned; some high-touch areas are sanitised.
Fail	Visible dust accumulation; carpets are dirty with visible debris; strong odours present; bins are full or overflowing; high-touch areas are not sanitised.