

HVAC Room

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

Scope of Work

- Dust all surfaces, including vents and ducts.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors and remove any debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Wipe down external surfaces of HVAC equipment.
- Inspect for and remove any cobwebs.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas using a disinfectant spray and cloth.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor with a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Wipe down the external surfaces of HVAC equipment with a damp cloth.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket with neutral pH cleaner | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised; floors are spotless with no residue; rubbish bins are empty and clean; no cobwebs present.
Good	Minor dust on non-critical surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; rubbish bins are empty; few cobwebs.
Pass	Noticeable dust on some surfaces; high-touch areas partially sanitised; floors have some residue; rubbish bins are not overflowing; some cobwebs present.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with visible residue; rubbish bins are full; many cobwebs present.