

IT Equipment Room

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

Scope of Work

- Dust all surfaces including shelves, equipment tops, and ledges.
- Vacuum floors using a HEPA-filter vacuum to capture fine particles.
- Wipe down all accessible equipment surfaces with anti-static cloths.
- Sanitise door handles and light switches with appropriate disinfectant.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to ensure optimal air quality.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Begin by dusting high surfaces and work downwards to avoid re-contaminating cleaned areas.
3. Use a HEPA-filter vacuum to clean the floors, paying special attention to corners and under equipment.
4. Wipe down equipment surfaces with anti-static cloths to prevent static build-up.
5. Sanitise high-touch areas such as door handles and light switches using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Check air vents and filters, clean as necessary to maintain air quality.

Equipment

- | | | |
|------------------------------|----------------------------------|----------------------|
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Anti-static cloths | • Colour-coded microfibre cloths | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly free of dust and smudges; no odours present; air vents are clean and unobstructed; rubbish bins are empty and clean; no visible debris on floors.
Good	Minor dust on high surfaces; no odours; air vents mostly clean; rubbish bins are empty but may have minor residue; minimal debris on floors.
Pass	Noticeable dust on surfaces; slight odours present; air vents have some dust build-up; rubbish bins are emptied but not cleaned; some debris on floors.
Fail	Heavy dust accumulation; strong odours; air vents clogged; rubbish bins full or dirty; significant debris on floors.