

Meeting Room

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Wipe and sanitise all touchpoints such as door handles, light switches, and remote controls.
- Empty and replace rubbish bin liners.
- Clean and polish glass surfaces including windows and any glass partitions.
- Check and replenish any consumables such as tissues or hand sanitiser.
- Inspect and remove any visible stains or marks on walls and furniture.

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 point and working downwards.
3. Vacuum the carpet using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Wipe and sanitise all touchpoints with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
7. Inspect the room for any remaining issues and rectify as necessary.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Disinfectant solution
- Glass cleaner
- Lint-free cloths
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or marks visible. Carpet is thoroughly vacuumed with no debris. Glass surfaces are streak-free. No odours present. All consumables are fully stocked.
Good	Minor dust on high surfaces, no visible marks on main surfaces. Carpet is clean with minimal debris. Glass surfaces have minor streaks. No unpleasant odours. Most consumables are stocked.
Pass	Noticeable dust on surfaces, some marks visible. Carpet has some debris. Glass surfaces have visible streaks. Slight odour present. Some consumables are low.
Fail	Significant dust and marks on surfaces. Carpet is visibly dirty. Glass surfaces are heavily streaked. Unpleasant odours present. Consumables are depleted.