

Mechanical Room

Code: ANCMF-AU-CO-MR-03 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, pipes, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas with an appropriate disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner to minimise airborne dust.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Inspect the area for any remaining marks or stains and remove them with a suitable cleaner.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Colour-coded cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no residue; floors are spotless and dry; no odours present; rubbish bins are empty and clean.
Good	Minor dust on non-critical surfaces; high-touch areas sanitised; floors are clean with minimal residue; no strong odours; rubbish bins are emptied.
Pass	Visible dust on some surfaces; high-touch areas mostly sanitised; floors are generally clean but may have some residue; slight odours present; rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty or sticky; strong odours present; rubbish bins are full or dirty.