

Phone Booth

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

Scope of Work

- Dust all surfaces including shelves and ledges.
- Sanitise phone handset and keypad.
- Wipe down glass panels and doors to remove fingerprints and smudges.
- Vacuum carpeted areas or mop hard floors.
- Empty rubbish bin and replace liner.
- Check and remove any unpleasant odours.

Method

1. Use a microfibre cloth to dust all surfaces, ensuring no dust remains.
2. Apply a suitable sanitiser to the phone handset and keypad, allowing adequate contact time as per product instructions.
3. Clean glass panels and doors with a glass cleaner, ensuring no streaks are left.
4. Vacuum carpeted areas using a HEPA filter vacuum or mop hard floors with a neutral detergent.
5. Empty the rubbish bin, replace the liner, and ensure the bin is clean and odour-free.
6. Use an air freshener if necessary to maintain a pleasant odour.

Equipment

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| • Microfibre cloths | • Glass cleaner | • Rubbish bin liners |
| • Sanitiser spray | • HEPA filter vacuum or mop and bucket | • Air freshener |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; glass is streak-free; no odours present; rubbish bin is empty and clean.
Good	Minor dust on surfaces; glass may have slight streaks; no strong odours; rubbish bin is empty but may have minor residue.
Pass	Noticeable dust on surfaces; glass has visible streaks; mild odours present; rubbish bin is not overflowing but not entirely clean.
Fail	Heavy dust accumulation; glass is dirty; strong odours present; rubbish bin is overflowing or dirty.