

Private Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and window sills.
- Vacuum carpets and rugs thoroughly.
- Wipe and sanitise desks, chairs, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Spot clean walls and doors to remove marks and stains.
- Ensure all high-touch areas are sanitised, including light switches and door handles.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to ensure all surfaces are free from dust.
3. Vacuum carpets using a HEPA filter vacuum cleaner to reduce allergens.
4. Wipe down all surfaces with a microfibre cloth and appropriate sanitiser.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Clean glass surfaces with a streak-free glass cleaner.
7. Perform a final inspection to ensure all tasks are completed to standard.

Equipment

- HEPA filter vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; glass surfaces are streak-free; no odours present; high-touch areas are sanitised and visibly clean.
Good	Minor dust on high surfaces; carpets are mostly clean with minimal debris; glass surfaces have minor streaks; no strong odours; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; carpets have visible debris; glass surfaces have visible streaks; faint odours present; some high-touch areas missed in sanitising.
Fail	Heavy dust accumulation; carpets are visibly dirty; glass surfaces are streaked and dirty; strong odours present; high-touch areas are not sanitised.