

Print Room

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

Scope of Work

- Dust all surfaces, including shelves, equipment, and furniture.
- Sanitise high-touch areas such as door handles, light switches, and equipment controls.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean glass surfaces, including windows and partitions.
- Ensure all cleaning supplies are stored correctly and safely.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to capture all dust particles.
3. Sanitise high-touch areas with an approved disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Inspect the area to ensure all tasks are completed to standard.

Equipment

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| • Colour-coded microfibre cloths | • Mop and bucket with neutral pH cleaner | • Glass cleaner |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless; bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on high surfaces; high-touch areas mostly sanitised; floors have minor spots; bins are empty; glass surfaces have minor streaks.
Pass	Visible dust on surfaces; some high-touch areas missed; floors have visible dirt; bins not emptied; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; bins overflowing; glass surfaces are dirty.