

Presentation Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all presentation equipment is free from dust and smudges.
- Check and refill any sanitising stations.

Method

1. Begin by organising the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the carpet thoroughly, paying special attention to corners and under furniture.
4. Spot clean any visible stains on the carpet using a suitable stain remover.
5. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left.
6. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
9. Inspect presentation equipment and wipe down with a damp cloth if necessary.
10. Check sanitising stations and refill as needed.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no visible stains; high-touch areas are sanitised and free from fingerprints; glass surfaces are streak-free; bins are empty and odour-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal stains; high-touch areas are mostly sanitised; glass surfaces have minor streaks; bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible stains; high-touch areas have some fingerprints; glass surfaces are streaked; bins are not emptied or have noticeable odour.
Fail	Heavy dust accumulation; floors are dirty with multiple stains; high-touch areas are unsanitised; glass surfaces are heavily streaked; bins are overflowing and have strong odour.