

Quiet Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and window sills.
- Vacuum carpeted areas thoroughly.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces, including windows and any glass partitions.
- Check and replenish any consumables such as tissues or hand sanitiser.
- Ensure the room is free from any unpleasant odours.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all areas are free from dust and debris.
2. Vacuum the entire carpeted area using a HEPA-filter vacuum cleaner to remove dust and allergens.
3. Use a colour-coded cleaning system to wipe and sanitise high-touch surfaces with an appropriate disinfectant.
4. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
5. Clean glass surfaces with a glass cleaner and microfibre cloth to ensure they are streak-free.
6. Check consumables and replenish as necessary, ensuring they are neatly organised.
7. Conduct a final inspection to ensure the room is clean, tidy, and free from odours.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning cloths
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and dust-free; carpets are free from debris and stains; glass surfaces are streak-free; no odours present; all consumables are fully stocked and neatly organised.
Good	Minor dust on less accessible surfaces; carpets are mostly clean with minor debris; glass surfaces have minimal streaks; no strong odours; most consumables are stocked.
Pass	Noticeable dust on several surfaces; carpets have visible debris; glass surfaces have noticeable streaks; mild odours present; some consumables are missing.
Fail	Significant dust accumulation; carpets are visibly dirty; glass surfaces are heavily streaked; strong odours present; consumables are not stocked.