

## Server Room

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

### Scope of Work

- Dust all surfaces including server racks, shelves, and equipment exteriors.
- Vacuum floors using a HEPA-filter vacuum to minimise dust particles.
- Wipe down all accessible surfaces with anti-static cloths to prevent static build-up.
- Sanitise door handles, light switches, and other high-touch areas.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure optimal airflow and dust control.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards to prevent recontamination.
3. Vacuum the floor thoroughly using a HEPA-filter vacuum cleaner to capture fine dust particles.
4. Wipe down all surfaces with anti-static cloths, paying special attention to equipment exteriors and server racks.
5. Sanitise high-touch areas with an appropriate disinfectant, ensuring contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Inspect air vents for dust accumulation and clean as necessary to maintain airflow efficiency.

### Equipment

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

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                      |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and dust-free; no dust accumulation on equipment; air vents are clear and unobstructed; no odours present; high-touch areas are sanitised and free of smudges. |
| <b>Good</b>       | Minor dust on non-critical surfaces; equipment exteriors are clean; air vents show minimal dust; no unpleasant odours; high-touch areas are mostly sanitised.                                 |
| <b>Pass</b>       | Noticeable dust on some surfaces; equipment exteriors have minor smudges; air vents have some dust accumulation; slight odours present; high-touch areas are partially sanitised.             |
| <b>Fail</b>       | Significant dust on multiple surfaces; equipment exteriors are dusty; air vents are obstructed with dust; strong odours present; high-touch areas are not sanitised.                          |