

Storage Room

Code: ANCMF-AU-CO-SR-02 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum all carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Organise and tidy stored items to ensure clear access and safety.
- Check for and report any signs of pest activity.

Method

1. Prepare the cleaning trolley with appropriate supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, following the manufacturer's instructions for contact time.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Reorganise stored items to maintain a tidy and accessible space.
8. Inspect the area for any signs of pests and report findings to the appropriate personnel.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no residue; floors are spotless with no debris; rubbish bins are empty and odour-free; items are neatly organised with clear access paths.
Good	Minor dust on less accessible surfaces; high-touch areas are sanitised; floors are clean with minimal debris; rubbish bins are empty; items are mostly organised.
Pass	Noticeable dust on some surfaces; high-touch areas are mostly sanitised; floors have some debris; rubbish bins are not overflowing; items are somewhat organised.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty with visible debris; rubbish bins are full or odorous; items are disorganised, obstructing access.