

Switchboard Room

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

Scope of Work

- Dust all surfaces, including switchboards, panels, and shelves.
- Wipe down all accessible surfaces with a damp cloth to remove grime and fingerprints.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum the floor to remove dust and debris.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure they are free from dust build-up.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth.
3. Wipe down surfaces with a damp cloth and an appropriate cleaning solution.
4. Sanitise high-touch areas using a disinfectant spray.
5. Vacuum the floor using a HEPA-filter vacuum cleaner.
6. Empty rubbish bins and replace liners, ensuring proper disposal of waste.
7. Clean air vents using a vacuum attachment or a damp cloth.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and grime; high-touch areas are sanitised; no visible rubbish; air vents are clean and unobstructed.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; rubbish bins are empty; air vents have minimal dust.
Pass	Noticeable dust on surfaces; some high-touch areas missed; rubbish bins not overflowing; air vents have some dust build-up.
Fail	Significant dust and grime on surfaces; high-touch areas not sanitised; rubbish bins overflowing; air vents obstructed by dust.