

Telecommunications Room

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

Scope of Work

- Dust all surfaces including equipment racks, shelves, and cable trays.
- Vacuum floors using a HEPA-filtered vacuum cleaner to minimise dust particles.
- Wipe down all accessible surfaces with an anti-static cleaner 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 unobstructed airflow.

Method

1. Prepare 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 floor thoroughly, paying special attention to corners and under equipment racks.
4. Wipe down surfaces with an anti-static cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Check air vents for dust accumulation and clean as necessary.

Equipment

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| • HEPA-filtered vacuum cleaner | • Anti-static cleaner | • Cleaning trolley |
| • Microfibre cloths (colour-coded) | • Disinfectant spray | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless; no odours present; high-touch areas are sanitised and dry; air vents are clean and unobstructed.
Good	Minor dust on non-essential surfaces; floors are clean with minimal debris; no strong odours; high-touch areas are sanitised; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors have some debris; faint odours present; high-touch areas are mostly sanitised; air vents have some dust accumulation.
Fail	Visible dust on most surfaces; floors are dirty; strong odours present; high-touch areas are not sanitised; air vents are clogged with dust.