

## Utility Closet

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

### Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all frequently touched surfaces such as door handles and light switches.
- Vacuum and mop the floor using a colour-coded cleaning system to prevent cross-contamination.
- Empty and sanitise rubbish bins.
- Wipe down and organise cleaning supplies and equipment.
- Check for and remove any cobwebs or visible dirt.
- Ensure all cleaning products are stored safely and correctly labelled.

### Method

1. Begin by removing all items from shelves and surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Sanitise all high-touch areas with an appropriate disinfectant.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor using a damp mop and a neutral detergent, ensuring no excess water is left.
6. Empty rubbish bins and replace liners, then sanitise the bin interior and exterior.
7. Return all items to shelves, ensuring they are organised and labelled correctly.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

### Equipment

- |                     |                                |                      |
|---------------------|--------------------------------|----------------------|
| • Microfibre cloths | • Neutral detergent            | • Rubbish bin liners |
| • Vacuum cleaner    | • Disinfectant spray           |                      |
| • Mop and bucket    | • Colour-coded cleaning cloths |                      |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                            |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no streaks; no odours present; all items are neatly organised and labelled; rubbish bins are clean and sanitised. |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal streaks; no strong odours; items are mostly organised; rubbish bins are clean but not sanitised.                         |
| <b>Pass</b>       | Visible dust on multiple surfaces; floors have visible streaks; slight odours present; items are disorganised; rubbish bins are emptied but not cleaned.                            |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with visible debris; strong odours present; items are disorganised and not labelled; rubbish bins are overflowing or dirty.               |