

Video Conference Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and remote controls.
- Vacuum carpeted areas and spot clean any stains.
- Wipe and polish glass surfaces, including screens and windows.
- Empty rubbish bins and replace liners.
- Check and replenish any consumables such as tissues and hand sanitiser.
- Ensure all furniture is arranged neatly and cables are organised.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Use a colour-coded cleaning system to sanitise high-touch areas, ensuring no cross-contamination.
3. Vacuum the carpet thoroughly, focusing on high-traffic areas and under furniture.
4. Use a glass cleaner and a lint-free cloth to clean and polish all glass surfaces.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Check consumables and replenish as necessary, ensuring they are easily accessible.
7. Reorganise furniture and cables to maintain a tidy appearance.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Vacuum cleaner
- Glass cleaner
- Lint-free cloths
- Rubbish bin liners
- Hand sanitiser

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised and free of fingerprints; carpet is clean with no visible stains; glass surfaces are streak-free; rubbish bins are empty and odour-free; consumables are fully stocked; furniture is neatly arranged.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; carpet is mostly clean with minor stains; glass surfaces have minor streaks; rubbish bins are empty; consumables are mostly stocked; furniture is mostly arranged.
Pass	Noticeable dust on surfaces; some high-touch areas not sanitised; carpet has visible stains; glass surfaces have visible streaks; rubbish bins are not overflowing; consumables are low; furniture is disorganised.
Fail	Surfaces are dusty; high-touch areas are not sanitised; carpet is dirty with multiple stains; glass surfaces are dirty; rubbish bins are overflowing; consumables are depleted; furniture is in disarray.