

Admin Office

Code: ANCMF-AU-EF-AO-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, chairs, and shelves.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass partitions.
- Wiping and polishing of office equipment and fixtures.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant solution, ensuring full coverage and adequate contact time.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass partitions using a glass cleaner and squeegee for a streak-free finish.
8. Wipe and polish office equipment with a suitable cleaner, ensuring no residue is left.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Cleaning trolley
- Disinfectant and cleaning solutions
- Glass cleaner and squeegee
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch surfaces are fully sanitised; windows and glass are streak-free; no rubbish or odours present.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch surfaces mostly sanitised; windows and glass have minor streaks; rubbish bins are empty with no odours.
Pass	Noticeable dust on some surfaces; floors have some debris; high-touch surfaces partially sanitised; windows and glass have visible streaks; rubbish bins are emptied but may have slight odours.
Fail	Significant dust accumulation; floors are visibly dirty; high-touch surfaces are not sanitised; windows and glass are dirty; rubbish bins are full or have strong odours.