

Computer Room

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

Scope of Work

- Dusting of all surfaces including desks, computer monitors, keyboards, and other equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent it from becoming airborne.
2. Sanitise high-touch areas with a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
3. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust and allergens.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
6. Clean windows and glass surfaces using a glass cleaner and a lint-free cloth.
7. Ensure all cleaning equipment is cleaned and stored properly after use.

Equipment

- | | | |
|-----------------------------------|--|----------------------|
| • Microfibre cloths | • Mop and bucket with neutral pH cleaner | • Rubbish bin liners |
| • Disinfectant spray | • Glass cleaner | |
| • Vacuum cleaner with HEPA filter | • Colour-coded cleaning cloths and equipment | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; rubbish bins are empty and sanitised; windows are streak-free.
Good	Minor dust on non-essential surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but not sanitised; windows have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible debris; rubbish bins are not emptied; windows have visible streaks.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors are dirty with significant debris; rubbish bins are overflowing; windows are dirty.