

Conference Room

Code: ANCMF-AU-EF-CR-02 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and electronic equipment.
- Vacuum carpeted areas and spot clean any stains.
- Mop hard floors using appropriate cleaning solutions.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Ensure windows and glass surfaces are free from smudges and fingerprints.
- Check and replenish any consumables such as tissues and hand sanitiser.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low to capture all dust particles.
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 residue is left.
5. Wipe and sanitise high-touch surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean windows and glass surfaces with a glass cleaner and microfibre cloth.
8. Check consumables and replenish as necessary.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. Floors are spotless with no residue. Rubbish bins are empty and clean. Consumables are fully stocked. No unpleasant odours present.
Good	Most surfaces are clean with minimal dust or smudges. Floors are clean with slight residue in low-traffic areas. Rubbish bins are empty. Consumables are mostly stocked. No strong odours present.
Pass	Surfaces have some dust and smudges. Floors show signs of cleaning but have visible residue. Rubbish bins are not overflowing. Consumables are low but available. Mild odours may be present.
Fail	Surfaces are dusty and stained. Floors are dirty with visible residue. Rubbish bins are full or overflowing. Consumables are depleted. Unpleasant odours are noticeable.