

HVAC Room

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

Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Mop floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as per cleaning guidelines.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth to capture dust particles.
3. Sanitise high-touch areas with a disinfectant solution.
4. Vacuum floors using a HEPA-filter vacuum cleaner.
5. Mop floors with a neutral pH cleaner to avoid damage to surfaces.
6. Dispose of rubbish and replace bin liners.
7. Check air filters and clean with a vacuum or replace if necessary.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; no visible marks or stains; air filters are clean and functional; no odours present.
Good	Minor dust on non-essential surfaces; no visible marks or stains; air filters are mostly clean; no strong odours present.
Pass	Noticeable dust on some surfaces; minor marks or stains; air filters show some dust accumulation; slight odour present.
Fail	Significant dust and debris on surfaces; visible marks or stains; air filters clogged; strong odours present.