

IT Equipment Room

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of floors to remove dust and debris.
- Wiping down of external surfaces of IT equipment with appropriate cleaning agents.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of air vents and filters to ensure dust-free environment.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring colour-coded cloths are used for different surfaces.
2. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the required contact time.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Wipe down external surfaces of IT equipment with an anti-static cleaner to prevent damage.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Inspect air vents and filters, clean with a vacuum or damp cloth as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Anti-static cleaner
- Rubbish bin liners
- Cleaning trolley

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; no odours present; air vents are clean and unobstructed.
Good	Minor dust on non-essential surfaces; high-touch areas are mostly sanitised; floors have minimal debris; no strong odours; air vents have minor dust.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; some debris on floors; slight odours present; air vents require cleaning.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; strong odours present; air vents are clogged.