

Meeting Room

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and spot clean stains as necessary.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Wipe and sanitise all frequently touched surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and mirrors.
- Ensure all furniture is arranged neatly and appropriately.
- Check for and remove any unpleasant odours.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring the use of a colour-coded system.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the carpet thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a suitable detergent, ensuring no residue is left.
5. Wipe and sanitise all high-touch areas using an appropriate disinfectant.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Rearrange furniture as per the room layout plan.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

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|---------------------|---|----------------------|
| • Microfibre cloths | • Colour-coded cleaning cloths and mops | • Rubbish bin liners |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks. Floors are clean with no stains or debris. Glass surfaces are streak-free. No odours present. Furniture is perfectly arranged.
Good	Minor dust or marks on surfaces. Floors are generally clean with minimal stains. Glass surfaces have minor streaks. No strong odours. Furniture is mostly arranged correctly.
Pass	Noticeable dust or marks on some surfaces. Floors have visible stains or debris. Glass surfaces are streaked. Mild odours present. Furniture is somewhat disorganised.
Fail	Significant dust or marks on many surfaces. Floors are dirty with numerous stains. Glass surfaces are heavily streaked. Strong odours present. Furniture is disorganised.