

Seminar Room

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

Scope of Work

- Dust all horizontal surfaces including desks, chairs, and shelves.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all touchpoints such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and markers.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and replenish hand sanitiser dispensers.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner.
5. Wipe and sanitise touchpoints with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
7. Clean whiteboards with a suitable cleaner and ensure markers are functioning.
8. Clean glass surfaces with a glass cleaner and microfibre cloth.
9. Check hand sanitiser dispensers and refill as necessary.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Disinfectant solution | • Rubbish bin liners |
| • Damp mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; no visible smudges on glass; bins are empty and clean; no unpleasant odours.
Good	Minor dust on high surfaces; carpets have no visible stains; glass surfaces have minimal smudges; bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; carpets have minor stains; glass surfaces have visible smudges; bins are emptied but not cleaned.
Fail	Significant dust accumulation; carpets are stained; glass surfaces are dirty; bins are overflowing or not emptied.