

Server Room

Code: ANCMF-AU-EF-SR-04 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including server racks, shelves, and equipment.
- Vacuum floors using a HEPA-filter vacuum cleaner.
- Wipe down all accessible surfaces with anti-static cloths.
- Sanitise door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect for any signs of pest activity and report immediately.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting high surfaces and work downwards to avoid recontamination.
3. Vacuum floors thoroughly, ensuring all corners and under equipment are reached.
4. Wipe surfaces with anti-static cloths to prevent static build-up.
5. Sanitise high-touch areas with appropriate disinfectant.
6. Dispose of rubbish and replace bin liners.

Equipment

- HEPA-filter vacuum cleaner
- Colour-coded microfibre cloths
- Rubbish bin liners
- Anti-static cloths
- Disinfectant spray

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on any surfaces; floors are spotless; all high-touch areas are sanitised; no odours present; rubbish bins are empty and clean.
Good	Minimal dust on surfaces; floors are clean with no visible debris; high-touch areas are mostly sanitised; no strong odours; rubbish bins are emptied.
Pass	Some dust on surfaces; floors have minor debris; high-touch areas are partially sanitised; faint odours present; rubbish bins are not overflowing.
Fail	Visible dust accumulation; floors are dirty; high-touch areas are not sanitised; strong odours present; rubbish bins are full or overflowing.