

Atrium

Code: ANCMF-AU-GB-A-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including ledges, railings, and decorative elements.
- Vacuuming of all carpeted areas and entrance mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Cleaning of glass surfaces including windows, doors, and partitions.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Spot cleaning of walls and doors to remove marks and stains.
- Sanitising of high-touch areas such as handrails, lift buttons, and door handles.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas and entrance mats thoroughly, paying special attention to high-traffic areas.
4. Mop hard floor surfaces with a neutral pH cleaner, ensuring no residue is left behind.
5. Clean glass surfaces with a streak-free glass cleaner, using a squeegee for large areas.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Spot clean walls and doors with a damp cloth and appropriate cleaner to remove any visible marks.
8. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Glass cleaner and squeegee
- Disinfectant spray
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are spotless and free of streaks; glass surfaces are crystal clear; bins are empty and sanitised; no marks on walls or doors; high-touch areas are thoroughly sanitised.
Good	Minor dust or debris on less than 5% of surfaces; floors have minimal streaks; glass surfaces have minor smudges; bins are empty but not sanitised; few marks on walls or doors; high-touch areas are mostly sanitised.
Pass	Noticeable dust or debris on less than 10% of surfaces; floors have visible streaks; glass surfaces have noticeable smudges; bins are not emptied; several marks on walls or doors; high-touch areas are partially sanitised.
Fail	Significant dust or debris on more than 10% of surfaces; floors are dirty and streaked; glass surfaces are heavily smudged; bins are overflowing; many marks on walls or doors; high-touch areas are not sanitised.