

Animal Control

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

Scope of Work

- Dusting all surfaces, including desks, shelves, and equipment.
- Vacuuming all carpeted areas and rugs.
- Mopping hard floors with appropriate cleaning solution.
- Sanitising all high-touch surfaces, including door handles, light switches, and taps.
- Cleaning and disinfecting animal holding areas and cages.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
5. Sanitise high-touch surfaces with a disinfectant approved for use in animal facilities.
6. Clean animal holding areas with a veterinary-grade disinfectant, ensuring all waste is disposed of according to regulations.
7. Empty rubbish bins, replace liners, and sanitise bins with a disinfectant spray.
8. Clean toilets and washbasins with a toilet-specific cleaner and disinfectant.
9. Replenish cleaning supplies and ensure all equipment is cleaned and stored properly.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Veterinary-grade disinfectant
- Disinfectant spray for high-touch surfaces
- Toilet-specific cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust; no odours present; floors are spotless and dry; high-touch surfaces are sanitised and free of smudges; animal areas are clean with no waste present; bins are empty and sanitised.
Good	Minor dust on less accessible surfaces; no strong odours; floors are clean with minimal streaks; high-touch surfaces are mostly clean; animal areas are mostly clean with minimal waste; bins are empty but not sanitised.
Pass	Visible dust on surfaces; slight odours present; floors are clean but with visible streaks; high-touch surfaces have some smudges; animal areas have some waste; bins are emptied but not sanitised.
Fail	Surfaces are dusty; strong odours present; floors are dirty or sticky; high-touch surfaces are visibly dirty; animal areas have significant waste; bins are full or not emptied.