

Alarm Panel Room

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

Scope of Work

- Dust all surfaces including alarm panels, shelves, and ledges.
- Wipe down all surfaces with a damp cloth and appropriate cleaning solution.
- Vacuum the floor using a HEPA-filter vacuum cleaner.
- Mop the floor with a sanitising solution.
- Empty rubbish bins and replace liners.
- Ensure all cleaning equipment is colour-coded and stored correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Wipe down surfaces with a damp cloth and a neutral pH cleaning solution, ensuring no residue is left.
3. Vacuum the floor thoroughly, paying attention to corners and edges.
4. Mop the floor using a two-bucket system to prevent cross-contamination, ensuring the floor is left dry and free of streaks.
5. Dispose of rubbish in designated bins and replace liners, ensuring bins are clean and odour-free.
6. Inspect the room for any cleaning issues and rectify immediately.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH cleaning solution
- Sanitising solution
- Colour-coded cleaning equipment
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no odours present; bins are empty and clean; all equipment is stored correctly.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; no strong odours; bins are empty but may have minor residue.
Pass	Visible dust on multiple surfaces; floors have visible streaks; mild odours present; bins are not emptied or have visible residue.
Fail	Significant dust accumulation; floors are dirty or wet; strong odours present; bins are overflowing or dirty.