

Air Quality

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

Scope of Work

- Dust all air vents and diffusers to prevent accumulation of particles.
- Wipe down surfaces around air handling units to maintain cleanliness.
- Sanitise high-touch areas near air quality control systems.
- Vacuum carpets and upholstery to reduce airborne dust particles.
- Empty and clean rubbish bins to prevent odours.
- Use colour-coded cleaning systems to prevent cross-contamination.

Method

1. Use a microfibre cloth to dust air vents and diffusers.
2. Apply a suitable cleaning agent to wipe surfaces around air handling units.
3. Sanitise high-touch areas using an approved disinfectant.
4. Vacuum carpets and upholstery using a HEPA-filter vacuum cleaner.
5. Empty rubbish bins and clean with a disinfectant wipe.
6. Ensure all cleaning tools are colour-coded and used appropriately.

Equipment

- Microfibre cloths
- Disinfectant wipes
- Colour-coded cleaning tools
- Approved cleaning agents
- HEPA-filter vacuum cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on vents; surfaces are spotless; no odours present; air quality is fresh and clean.
Good	Minor dust on vents; surfaces are mostly clean; slight odour present; air quality is acceptable.
Pass	Noticeable dust on vents; surfaces have some marks; moderate odour present; air quality is below optimal.
Fail	Heavy dust on vents; surfaces are dirty; strong odour present; air quality is poor and unacceptable.