

Archive Room

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

Scope of Work

- Dust all surfaces, including shelves, cabinets, and document storage areas.
- Vacuum all carpeted areas using a HEPA filter vacuum cleaner.
- Mop hard floors with a damp mop using a neutral pH cleaner.
- Wipe down all high-touch surfaces, including door handles and light switches, with a disinfectant.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.
- Check and report any signs of pest activity to the facility manager.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, ensuring all corners and edges are reached.
4. Mop hard floors using a damp mop and neutral pH cleaner, ensuring no excess water is left on the floor.
5. Wipe high-touch surfaces with a disinfectant, allowing appropriate contact time for effective sanitising.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- HEPA filter vacuum cleaner
- Microfibre cloths (colour-coded)
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and dirt; floors are spotless with no streaks; high-touch surfaces are sanitised with no residue; rubbish bins are empty and clean; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have minor residue; no strong odours present.
Pass	Noticeable dust on surfaces; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins are not overflowing but have residue; slight odours present.
Fail	Significant dust accumulation; floors are dirty with visible marks; high-touch surfaces are not sanitised; rubbish bins are overflowing; strong odours present.