

Audio Recording

Code: ANCMF-AU-GB-AR-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including equipment, furniture, and fixtures.
- Vacuuming of carpets and rugs using HEPA-filtered vacuum cleaners.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Cleaning of windows and glass partitions to ensure clarity and acoustic integrity.
- Emptying and sanitising rubbish bins.
- Ensuring no strong odours that could affect recording quality.

Method

1. Begin by dusting all surfaces using microfibre cloths to capture dust without dispersing it into the air.
2. Vacuum carpets and rugs thoroughly, ensuring all corners and edges are reached.
3. Mop hard floors with a neutral pH cleaner to avoid residue that could affect acoustics.
4. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Clean windows and glass partitions with a streak-free glass cleaner.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Conduct a final inspection to ensure no residual odours or visible dust.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Streak-free glass cleaner
- Colour-coded cleaning cloths and mops
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surface; all high-touch areas sanitised; floors are spotless with no streaks; windows and glass are crystal clear; no odours present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; floors have minimal streaks; windows and glass mostly clear; slight odour that dissipates quickly.
Pass	Visible dust on some surfaces; some high-touch areas missed; floors have visible streaks; windows and glass have some smudges; noticeable odour present.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; windows and glass are unclear; strong odour affecting recording quality.