

Aviation Unit

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise toilets and washbasins.
- Wipe down and sanitise kitchenettes and break areas.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces with a microfibre cloth to capture dust and allergens.
2. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time for effective sanitisation.
5. Empty rubbish bins, ensuring waste is disposed of according to local regulations.
6. Clean toilets with a toilet-specific cleaner, ensuring all surfaces are scrubbed and sanitised.
7. Wipe down kitchenettes with a food-safe sanitiser, focusing on benchtops and sinks.
8. Conduct a final inspection to ensure all areas meet the required standards.

Equipment

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| • Microfibre cloths | • Disinfectant spray | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Colour-coded cleaning cloths and mops | • Personal protective equipment (PPE) |
| • Mop and bucket with neutral pH cleaner | • Toilet cleaning brush and cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and clean. Toilets are spotless with no odours.
Good	Minor dust on surfaces. Floors are clean with minimal stains. High-touch areas are mostly sanitised. Rubbish bins are empty with minor residue. Toilets are clean with faint odours.
Pass	Noticeable dust on surfaces. Floors have visible stains. High-touch areas are inconsistently sanitised. Rubbish bins are not emptied regularly. Toilets have visible stains and odours.
Fail	Surfaces are dusty and dirty. Floors are heavily stained. High-touch areas are not sanitised. Rubbish bins are overflowing. Toilets are dirty with strong odours.