

Bulletin Board

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

Scope of Work

- Dust all surfaces of the bulletin board, including frames and edges.
- Remove any outdated or unauthorised materials from the board.
- Wipe down the board surface with a damp cloth to remove smudges and marks.
- Sanitise the board surface using an appropriate cleaning solution.
- Ensure all pins and fasteners are clean and free of debris.
- Organise and align all materials on the board neatly.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Inspect the bulletin board for any damage or maintenance issues and report as necessary.
3. Dust the entire surface of the bulletin board using a microfibre cloth.
4. Remove outdated or unauthorised materials and dispose of them in the rubbish bin.
5. Wipe the board surface with a damp cloth, using a gentle cleaning solution suitable for the material.
6. Sanitise the board surface with a disinfectant spray, ensuring it is safe for the board material.
7. Reorganise the board, ensuring all materials are aligned and securely fastened.
8. Conduct a final inspection to ensure the board is clean, organised, and presentable.

Equipment

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|---------------------|----------------------|---------------|
| • Microfibre cloths | • Disinfectant spray | • Rubbish bin |
| • Damp cloth | • Cleaning trolley | • Gloves |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, smudges, and marks. Materials are neatly organised and aligned. No outdated or unauthorised materials present. Sanitised to a high standard with no visible residue.
Good	Minor dust or smudges present on less than 10% of the surface. Materials are mostly organised. No outdated or unauthorised materials present. Sanitised with minimal residue.
Pass	Noticeable dust or smudges on less than 25% of the surface. Some materials may be misaligned. No more than one outdated or unauthorised material present. Sanitised with some residue.
Fail	Significant dust or smudges on more than 25% of the surface. Materials are disorganised. Multiple outdated or unauthorised materials present. Poor sanitisation with visible residue.