

Building Inspection

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- Vacuuming of all carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and partitions.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from top to bottom to prevent re-soiling of cleaned areas.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise all high-touch areas with a disinfectant solution, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths and mops
- Vacuum cleaner with HEPA filter
- Cleaning trolley
- Disinfectant solution
- Glass cleaner
- Dusting tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised and free of smudges; glass surfaces are crystal clear with no streaks; rubbish bins are empty and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins are not emptied or have noticeable odour.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; glass surfaces are dirty; rubbish bins are full and emit strong odour.