

Badge Office

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

Scope of Work

- Dusting of all horizontal surfaces, including desks, counters, and shelves.
- Sanitising of high-touch areas such as door handles, light switches, and badge processing equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces, including windows and partitions.
- Ensuring all cleaning activities are conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by organising the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, ensuring adequate contact time as per product instructions.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.

Equipment

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|------------------------------------|---------------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Lint-free cloths |
| • Disinfectant solution | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; carpets are free of debris and stains; hard floors are spotless with no streaks; glass surfaces are crystal clear; no odours present.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; carpets have minimal debris; hard floors have slight streaks; glass surfaces have minor smudges; faint odours may be present.
Pass	Noticeable dust on surfaces; some high-touch areas missed; carpets have visible debris; hard floors have noticeable streaks; glass surfaces have visible smudges; odours are noticeable but not overpowering.
Fail	Significant dust accumulation; high-touch areas not sanitised; carpets are dirty with stains; hard floors are dirty with streaks and residue; glass surfaces are dirty; strong odours present.