

Briefing Room

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a neutral detergent.
- Sanitise all high-touch surfaces including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral detergent, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Check hand sanitiser dispensers and refill as necessary.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral detergent
- Disinfectant spray
- Glass cleaner
- Lint-free cloths
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless; no odours present; all high-touch surfaces are sanitised; glass surfaces are streak-free; bins are empty and clean.
Good	Minor dust on less accessible surfaces; carpets have no visible stains; faint odours may be present; most high-touch surfaces are sanitised; minor streaks on glass; bins are empty but may have minor marks.
Pass	Noticeable dust on surfaces; some carpet stains visible; noticeable odours; some high-touch surfaces missed; visible streaks on glass; bins are not emptied or have visible marks.
Fail	Heavy dust accumulation; multiple carpet stains; strong odours present; high-touch surfaces not sanitised; glass surfaces are dirty; bins are overflowing or dirty.