

Battery Room

Code: ANCMF-AU-GB-BR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves and equipment, to prevent accumulation of dust and debris.
- Sanitise all high-touch surfaces, including door handles and light switches, using appropriate disinfectants.
- Mop floors with a non-slip cleaning solution to remove any spills or stains.
- Empty rubbish bins and replace liners, ensuring proper disposal of waste materials.
- Inspect and clean ventilation grilles to ensure proper airflow and prevent dust build-up.
- Wipe down walls and skirting boards to remove any marks or stains.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
4. Mop the floor using a bucket and mop with a non-slip cleaning solution, ensuring all areas are covered.
5. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
6. Clean ventilation grilles with a vacuum and damp cloth to remove dust.
7. Wipe walls and skirting boards with a damp cloth to remove marks.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Mop and bucket (colour-coded)
- Non-slip cleaning solution
- Vacuum cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; bins are empty and clean; ventilation grilles are dust-free.
Good	Minor dust on high surfaces; floors are clean with minimal marks; no strong odours; bins are emptied but may have minor residue; ventilation grilles have minimal dust.
Pass	Noticeable dust on surfaces; floors have some marks; faint odours present; bins are not overflowing but have visible waste; ventilation grilles have visible dust.
Fail	Heavy dust accumulation; floors are dirty or sticky; strong odours present; bins are overflowing; ventilation grilles are clogged with dust.