

## Boiler Room

Code: ANCMF-AU-GB-BR-04 • Facility: Government Building • Frequency: daily

### Scope of Work

- Dust all surfaces including pipes, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop the floor to remove debris and prevent slip hazards.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any cobwebs.
- Ensure all cleaning is conducted using colour-coded 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. Dust all surfaces using a damp microfibre cloth to capture dust and prevent it from becoming airborne.
3. Sanitise high-touch areas with an appropriate disinfectant, allowing the recommended contact time for effective germ kill.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner to ensure dust and allergens are effectively captured.
5. Mop the floor with a neutral detergent solution, ensuring no excess water is left to prevent slip hazards.
6. Empty rubbish bins, replace liners, and ensure bins are clean and free of odours.
7. Inspect the area for any remaining debris or dirt and perform a final check to ensure all tasks are completed to standard.

### Equipment

- Microfibre cloths (colour-coded)
- HEPA-filtered vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral detergent
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                      |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible residue. Floors are spotless and dry. No odours present. Rubbish bins are empty and clean.    |
| <b>Good</b>       | Minor dust on non-critical surfaces. High-touch areas are sanitised with minimal residue. Floors are clean with slight dampness. No strong odours. Rubbish bins are empty with minor residue. |
| <b>Pass</b>       | Noticeable dust on some surfaces. High-touch areas are sanitised but with visible residue. Floors are clean but damp. Mild odours present. Rubbish bins are not overflowing but have residue. |
| <b>Fail</b>       | Visible dust and dirt on surfaces. High-touch areas are not sanitised. Floors are dirty or wet. Strong odours present. Rubbish bins are overflowing or dirty.                                 |