

Bomb Squad

Code: ANCMF-AU-GB-BS-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Sanitising high-touch areas such as door handles, light switches, and control panels.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring compliance with the colour-coded system.
2. Dust all surfaces using microfibre cloths, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant approved for use in government facilities.
4. Vacuum carpets and mats thoroughly, ensuring all debris is removed.
5. Mop hard floors using a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean toilets and washbasins using a non-abrasive cleaner, ensuring all surfaces are sanitised.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Colour-coded cleaning agents
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no residue; floors are spotless and dry; bins are empty and sanitised; toilets are clean with no odours.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal marks; bins are empty but not fully sanitised; toilets are clean but with slight odours.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible marks; bins are not fully emptied; toilets are clean but with noticeable odours.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; bins are full; toilets are unclean with strong odours.