

Chapel

Code: ANCMF-AU-GB-C-06 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including pews, altar, and lectern.
- Vacuum all carpeted areas and rugs.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and railings.
- Clean and polish all glass surfaces including windows and mirrors.
- Empty and sanitise rubbish bins.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using microfibre cloths to capture dust and allergens.
2. Vacuum carpets and rugs using a HEPA-filter vacuum to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
4. Sanitise high-touch surfaces with a hospital-grade disinfectant.
5. Clean glass surfaces with a streak-free glass cleaner.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

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| • Microfibre cloths | • Hospital-grade disinfectant | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Streak-free glass cleaner | |
| • Mop and bucket with neutral pH cleaner | • Colour-coded cleaning cloths and mops | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish present; glass surfaces are crystal clear with no streaks; high-touch areas are sanitised and free of smudges.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; bins are empty; glass surfaces have minor streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible streaks or spots; bins are not overflowing; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; floors are dirty or sticky; bins are overflowing; glass surfaces are dirty; high-touch areas are not sanitised.