

Circulation Areas

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

Scope of Work

- Dusting of all horizontal surfaces including ledges, skirting boards, and handrails.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Wiping and sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors to remove marks and stains.
- Cleaning of glass surfaces and mirrors to remove smudges and fingerprints.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and allergens.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Wipe and sanitise high-touch surfaces using a disinfectant solution.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Spot clean walls and doors with a suitable cleaner to remove any visible marks.
8. Clean glass surfaces with a glass cleaner, ensuring a streak-free finish.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Glass cleaner
- Colour-coded cleaning cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, dirt, and marks. Floors are spotless with no residue. High-touch surfaces are sanitised and free from smudges. Glass surfaces are streak-free. No rubbish is present, and bins are sanitised.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal residue. High-touch surfaces are mostly sanitised. Glass surfaces have minor streaks. Bins are emptied and mostly sanitised.
Pass	Noticeable dust or smudges on some surfaces. Floors have some residue. High-touch surfaces are partially sanitised. Glass surfaces have visible streaks. Bins are emptied but not sanitised.
Fail	Significant dust, dirt, or marks on surfaces. Floors are dirty with visible residue. High-touch surfaces are not sanitised. Glass surfaces are streaked and dirty. Rubbish is present, and bins are not sanitised.