

Cleaning Areas

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

Scope of Work

- Dusting of all horizontal surfaces including desks, tables, and shelves.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of toilets, sinks, and taps.
- Spot cleaning of walls and doors to remove marks and stains.
- Replenishing of consumables such as toilet paper, hand soap, and paper towels.

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.
3. Vacuum all carpeted areas, ensuring edges and corners are reached.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean and sanitise toilets, sinks, and taps using appropriate bathroom cleaning products.
8. Spot clean walls and doors with a damp cloth to remove any visible marks.
9. Replenish consumables in toilets and common areas.

Equipment

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|---------------------|------------------------------|--------------------------------|
| • Microfibre cloths | • Cleaning trolley | • Rubbish bin liners |
| • Vacuum cleaner | • Disinfectant spray | • Colour-coded cleaning cloths |
| • Mop and bucket | • Bathroom cleaning products | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible dirt or streaks; high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and sanitised; toilets and sinks are sparkling clean with no odours; consumables are fully stocked.
Good	Minor dust on some surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty but not sanitised; toilets and sinks are clean with slight water marks; consumables are mostly stocked.
Pass	Noticeable dust on several surfaces; floors have visible streaks or dirt; some high-touch surfaces are not sanitised; rubbish bins are not emptied; toilets and sinks have visible stains; consumables are low.
Fail	Significant dust accumulation; floors are dirty with visible debris; high-touch surfaces are not sanitised; rubbish bins are overflowing; toilets and sinks are dirty with strong odours; consumables are depleted.