

Community Board

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

Scope of Work

- Dust all surfaces including tables, chairs, and electronic equipment.
- Sanitise high-touch areas such as door handles, light switches, and board markers.
- Vacuum carpeted areas and spot clean any stains.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per manufacturer's instructions.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner, focusing on high-traffic areas.
5. Mop hard floors using a damp mop and a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.

Equipment

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|------------------------------|----------------------------|---------------------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Lint-free cloths |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | • Colour-coded cleaning trolley |
| • Damp mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, marks, and smudges. High-touch areas are sanitised with no residue. Floors are spotless and dry. Rubbish bins are empty with new liners. Glass surfaces are streak-free.
Good	Minor dust or smudges on less visible surfaces. High-touch areas are mostly sanitised. Floors have minor spots but are generally clean. Rubbish bins are empty with new liners. Glass surfaces have minor streaks.
Pass	Visible dust on surfaces. High-touch areas are partially sanitised. Floors have visible spots or are slightly damp. Rubbish bins are emptied but liners are not replaced. Glass surfaces have noticeable streaks.
Fail	Surfaces are dusty or marked. High-touch areas are not sanitised. Floors are dirty or wet. Rubbish bins are full or overflowing. Glass surfaces are dirty or heavily streaked.