

Code Enforcement

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty and sanitise rubbish bins; replace liners.
- Clean and sanitise toilets, basins, and taps.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpets and mats thoroughly, 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. Wipe and sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Clean toilets, basins, and taps using a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant and cleaning solutions
- Toilet brush
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch surfaces are sanitised and free of smudges; rubbish bins are clean and odour-free; toilets and basins are sparkling clean with no stains.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are clean with slight odour; toilets and basins are clean with minor water spots.
Pass	Noticeable dust on surfaces; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; toilets and basins have visible stains.
Fail	Heavy dust accumulation; floors are dirty with streaks and debris; high-touch surfaces are unsanitised; rubbish bins are overflowing and odorous; toilets and basins are heavily stained and unsanitary.