

CCTV Monitoring

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

Scope of Work

- Dust all surfaces including monitors, desks, and shelves.
- Sanitise all high-touch surfaces such as keyboards, mouse devices, and door handles.
- Vacuum carpeted areas and spot clean any stains.
- Mop hard floors with a neutral pH cleaner.
- Empty and sanitise rubbish bins.
- Clean and polish glass surfaces and screens.
- Ensure air vents are free from dust and debris.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Use a colour-coded cleaning system to sanitise high-touch surfaces, ensuring no cross-contamination.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to maintain air quality.
4. Mop hard floors with a damp mop and neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Use a glass cleaner to clean and polish all glass surfaces and screens, ensuring no streaks.
7. Inspect and clean air vents using a vacuum attachment to remove dust and debris.

Equipment

- Microfibre cloths
- Neutral pH floor cleaner
- Cleaning trolley
- Colour-coded cleaning cloths
- Glass cleaner
- HEPA-filter vacuum cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no visible residue; carpets are clean with no stains; hard floors are spotless and dry; rubbish bins are empty and odour-free; glass surfaces are crystal clear with no streaks; air vents are dust-free.
Good	Minor dust on less frequently touched surfaces; high-touch areas are mostly sanitised; carpets have minor stains; hard floors have minimal residue; rubbish bins are empty but may have slight odour; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; carpets have visible stains; hard floors have visible residue; rubbish bins are not emptied regularly; glass surfaces have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; high-touch areas not sanitised; carpets are heavily stained; hard floors are dirty and sticky; rubbish bins are full and odorous; glass surfaces are dirty; air vents are clogged with dust.