

Compliance Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising of rubbish bins.
- Cleaning and polishing of glass surfaces and partitions.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used appropriately.
2. Begin by dusting all surfaces, starting from the highest point and working downwards.
3. Vacuum all carpeted areas, paying special attention to corners and under furniture.
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 areas with a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks remain.

Equipment

- Cleaning trolley
- Colour-coded microfibre cloths
- Vacuum cleaner
- Mop and bucket with wringer
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; glass surfaces are crystal clear with no streaks.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; rubbish bins have noticeable odour; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; rubbish bins are dirty and odorous; glass surfaces are heavily streaked.