

Committee Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch areas including door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all furniture is arranged neatly and appropriately.
- Check and replenish any necessary supplies such as tissues and hand sanitiser.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the carpeted areas using a vacuum cleaner with a HEPA filter to ensure dust and allergens are effectively removed.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor to prevent slip hazards.
5. Sanitise high-touch areas with a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.
8. Rearrange furniture to its original layout and check for any items left behind.
9. Replenish supplies as needed, ensuring all items are stocked and ready for use.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloths |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are spotless with no streaks or residue; high-touch areas are sanitised and visibly clean; glass surfaces are streak-free; rubbish bins are empty and clean; furniture is neatly arranged.
Good	Minor dust on less accessible surfaces; carpets are generally clean with minor debris; floors have minimal streaks; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty but may have minor residue; furniture is mostly arranged.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks or residue; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins are not completely empty; furniture is disorganised.
Fail	Significant dust accumulation; carpets are visibly dirty; floors are dirty with streaks and residue; high-touch areas are not sanitised; glass surfaces are dirty; rubbish bins are full; furniture is disorganised and obstructive.