

Conference Room

Code: ANCMF-AU-GB-CR-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and electronic equipment.
- Vacuum all carpeted areas and spot clean any stains.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces, including windows and any glass partitions.
- Check and replenish any consumables such as tissues and hand sanitisers.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum the carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Spot clean any visible stains on the carpet using a suitable stain remover.
5. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
7. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth to ensure a streak-free finish.
9. Check and replenish consumables, ensuring all items are stocked and available for use.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. Carpets are spotless with no visible stains. Floors are clean and dry with no streaks. High-touch surfaces are sanitised and free from smudges. Glass surfaces are streak-free. Rubbish bins are empty and clean. Consumables are fully stocked.
Good	Minor dust on surfaces. Carpets have minimal stains. Floors are mostly clean with slight streaks. High-touch surfaces are mostly sanitised. Glass surfaces have minor streaks. Rubbish bins are empty but may have slight residue. Consumables are mostly stocked.
Pass	Noticeable dust on surfaces. Carpets have visible stains. Floors have visible streaks. High-touch surfaces are partially sanitised. Glass surfaces have visible streaks. Rubbish bins are not emptied. Consumables are low.
Fail	Heavy dust on surfaces. Carpets are heavily stained. Floors are dirty and wet. High-touch surfaces are not sanitised. Glass surfaces are dirty. Rubbish bins are overflowing. Consumables are not available.