

Computer Room

Code: ANCMF-AU-GB-CR-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, computer equipment, and shelving.
- Vacuum carpets and floor mats using HEPA-filtered vacuum cleaners.
- Wipe and sanitise all high-touch surfaces including door handles, light switches, and keyboards.
- Empty rubbish bins and replace liners.
- Clean and sanitise telephones and other communication devices.
- Inspect and clean air vents and filters to ensure proper air quality.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by organising the 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 the highest point and working downwards.
3. Vacuum the entire floor area, paying special attention to corners and under desks.
4. Wipe and sanitise all high-touch surfaces with an appropriate disinfectant solution.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Clean air vents and filters with a damp cloth to remove dust and debris.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths (colour-coded)
- Disinfectant solution
- Cleaning trolley
- Rubbish bin liners
- Dusting tools
- Air vent cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; all high-touch surfaces are sanitised and free of smudges; air vents are clean and unobstructed; rubbish bins are empty and odour-free.
Good	Minor dust on less accessible surfaces; high-touch surfaces are mostly clean with minimal smudging; air vents show slight dust accumulation; rubbish bins are empty but may have slight odour.
Pass	Noticeable dust on multiple surfaces; high-touch surfaces have visible smudges; air vents have visible dust; rubbish bins are not emptied or have noticeable odour.
Fail	Significant dust and debris on most surfaces; high-touch surfaces are unsanitised; air vents are clogged with dust; rubbish bins are overflowing or emit strong odours.