

Control Room

Code: ANCMF-AU-GB-CR-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including desks, monitors, and control panels.
- Sanitise high-touch areas such as door handles, light switches, and keyboards.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean glass surfaces, including windows and screens, to ensure clear visibility.
- Ensure air vents are free from dust and debris.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, 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. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne dust particles.
5. Mop hard floors with a damp mop, using a neutral detergent suitable for the floor type.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a streak-free glass cleaner and a microfibre cloth.
8. Inspect air vents and dust as necessary to maintain air quality.

Equipment

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| • Microfibre cloths (colour-coded) | • Approved disinfectant | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Neutral floor detergent | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no residue; floors are spotless with no visible marks; 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 accessible surfaces; high-touch areas are mostly sanitised; floors have minimal marks; 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 are partially sanitised; floors have visible marks; rubbish bins are not emptied or have noticeable odour; glass surfaces have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; high-touch areas are unsanitised; floors are dirty; rubbish bins are full and odorous; glass surfaces are dirty; air vents are clogged with dust.