

Communications Room

Code: ANCMF-AU-GB-CR-10 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum floors using a HEPA-filter vacuum cleaner to minimise dust particles.
- Sanitise all high-touch surfaces including door handles, light switches, and equipment controls.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure they are free from dust and debris.
- Wipe down all horizontal surfaces with a damp microfibre cloth.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from top to bottom to prevent recontamination of cleaned areas.
3. Vacuum the entire floor area using a HEPA-filter vacuum cleaner to capture fine dust particles.
4. Sanitise high-touch surfaces using an approved disinfectant, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility waste management protocols.
6. Inspect air vents and clean using a vacuum attachment or damp cloth to remove dust build-up.
7. Wipe down all horizontal surfaces with a damp microfibre cloth to remove any remaining dust or debris.

Equipment

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| • HEPA-filter vacuum cleaner | • Approved disinfectant | • Rubbish bin liners |
| • Microfibre cloths (colour-coded) | • Cleaning trolley | • Dusting tools |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly free of dust and debris; high-touch surfaces are sanitised with no visible smudges; air vents are clean with no dust build-up; rubbish bins are empty and clean; no unpleasant odours present.
Good	Minor dust on non-critical surfaces; high-touch surfaces are mostly clean with minimal smudging; air vents have minimal dust; rubbish bins are empty but may have minor residue; no strong odours present.
Pass	Noticeable dust on some surfaces; high-touch surfaces show some smudging; air vents have visible dust; rubbish bins are emptied but not cleaned; mild odours may be present.
Fail	Significant dust accumulation on surfaces; high-touch surfaces are visibly dirty; air vents are clogged with dust; rubbish bins are full or dirty; strong unpleasant odours present.