

Computer Room

Code: ANCMF-AU-GB-CR-11 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and keyboards.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces.
- Inspection and cleaning of air vents and filters.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersal.
2. Vacuum carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
4. Sanitise high-touch surfaces with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
6. Clean windows and glass surfaces using a streak-free glass cleaner.
7. Inspect air vents and filters, clean with a vacuum or damp cloth to remove dust build-up.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Rubbish bin liners
- Streak-free glass cleaner
- Protective gloves

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible marks; high-touch surfaces are sanitised and free of fingerprints; rubbish bins are clean and odour-free; windows are clear with no streaks; air vents are dust-free.
Good	Minor dust on surfaces; floors have minimal marks; high-touch surfaces are mostly sanitised; rubbish bins are clean but may have slight odour; windows have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors have visible marks; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; windows have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; floors are dirty with multiple marks; high-touch surfaces are not sanitised; rubbish bins are dirty and odorous; windows are streaked and dirty; air vents are clogged with dust.