

Dormitory

Code: ANCMF-AU-GB-D-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including furniture, window sills, and ledges.
- Vacuuming carpets and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising bathrooms, including toilets, sinks, and showers.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning activities are performed using a colour-coded cleaning system to prevent cross-contamination.
- Checking and restocking consumables such as toilet paper, soap, and hand towels.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from top to bottom to prevent re-soiling cleaned areas.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using disinfectant wipes or sprays, ensuring full coverage and contact time as per product instructions.
6. Clean and sanitise bathroom fixtures, ensuring all surfaces are free from soap scum and stains.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant sprays and wipes
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks. Floors are spotless with no streaks or residue. High-touch areas are fully sanitised. Bathrooms are immaculate with no odours. Rubbish bins are empty and sanitised.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal streaks. High-touch areas are mostly sanitised. Bathrooms are clean with slight odours. Rubbish bins are empty but not sanitised.
Pass	Noticeable dust on surfaces. Floors have visible streaks or residue. High-touch areas are partially sanitised. Bathrooms are clean but with visible stains. Rubbish bins are not emptied.
Fail	Dust is prevalent on most surfaces. Floors are dirty with significant streaks or residue. High-touch areas are not sanitised. Bathrooms are dirty with strong odours. Rubbish bins are overflowing.