

Delivery Area

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and handrails.
- Sweep and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise any sinks and taps.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Use a sanitising solution to wipe down all high-touch areas, ensuring thorough coverage.
3. Sweep the floor to remove loose dirt and debris.
4. Prepare a mop with a suitable cleaning solution and mop the floor, paying attention to corners and edges.
5. Empty rubbish bins, replace liners, and ensure bins are clean and free of odours.
6. Clean sinks and taps with a sanitising cleaner, ensuring all surfaces are free of stains and watermarks.

Equipment

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|-----------------------|---------------------|---|
| • Microfibre cloths | • Broom and dustpan | • Rubbish bin liners |
| • Sanitising solution | • Mop and bucket | • Colour-coded cleaning cloths and mops |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; bins are empty and odour-free; high-touch areas are sanitised and visibly clean.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; bins are empty but may have slight odour; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible streaks; bins are emptied but not cleaned; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; floors are dirty; bins are full or have strong odour; high-touch areas are not sanitised.