

Data Center

Code: ANCMF-AU-GB-DC-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including equipment, racks, and shelving.
- Vacuuming of floors using HEPA-filtered vacuum cleaners.
- Mopping of hard floors with anti-static cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and control panels.
- Emptying and sanitising rubbish bins.
- Cleaning of air vents and filters to ensure dust-free air circulation.
- Inspection and cleaning of cable management areas to prevent dust accumulation.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting using microfibre cloths to capture dust effectively.
3. Vacuum all floor areas with a HEPA-filtered vacuum to remove fine particles.
4. Mop floors with an anti-static solution to reduce static electricity build-up.
5. Sanitise high-touch surfaces with approved disinfectants.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean air vents and filters using appropriate tools to maintain air quality.
8. Inspect cable management areas and clean as necessary to prevent dust build-up.

Equipment

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|--------------------------------|---|---------------------------|
| • HEPA-filtered vacuum cleaner | • Colour-coded cleaning cloths and mops | • Air vent cleaning tools |
| • Microfibre cloths | • Approved disinfectants | |
| • Anti-static mopping solution | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are spotless and free of static; all high-touch surfaces are sanitised and free of smudges; air vents are clean and unobstructed; rubbish bins are empty and sanitised.
Good	Minor dust on non-essential surfaces; floors are clean with minimal static; most high-touch surfaces are sanitised; air vents show minor dust; rubbish bins are empty but not sanitised.
Pass	Visible dust on some surfaces; floors show some static; high-touch surfaces are mostly sanitised; air vents have visible dust; rubbish bins are emptied but not sanitised.
Fail	Significant dust accumulation; floors are dirty or static-prone; high-touch surfaces are not sanitised; air vents are clogged; rubbish bins are full or unsanitised.