

Dry Cleaning

Code: ANCMF-AU-GB-DC-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including shelves, ledges, and equipment.
- Vacuuming all carpeted areas and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping and sanitising all frequently touched surfaces such as door handles, light switches, and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and mirrors.
- Ensuring all cleaning equipment is cleaned and stored properly after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are removed.
3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
4. Wipe down all high-touch surfaces with a disinfectant solution to minimise the risk of cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interiors.
6. Clean glass surfaces with a streak-free glass cleaner and polish mirrors.
7. Inspect all work to ensure compliance with quality standards and rectify any deficiencies.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant wipes or solution
- Rubbish bin liners
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless and dry; no visible rubbish; glass surfaces are streak-free; all high-touch areas are sanitised; no unpleasant odours.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; bins are emptied; glass surfaces have minor streaks; high-touch areas are mostly sanitised; faint odours present.
Pass	Noticeable dust on surfaces; floors are clean but with visible streaks; bins are not overflowing; glass surfaces have visible streaks; some high-touch areas missed; noticeable odours.
Fail	Heavy dust accumulation; floors are dirty or sticky; bins are overflowing; glass surfaces are dirty; high-touch areas are not sanitised; strong unpleasant odours present.