

Distribution Center

Code: ANCMF-AU-GB-DC-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces, including shelves, ledges, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Emptying and cleaning of rubbish bins.
- Cleaning and sanitising of toilets and washbasins.
- Spot cleaning of walls and partitions.
- Cleaning of windows and glass surfaces.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths, mops, and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to trap dust and prevent it from becoming airborne.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are captured.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant solution.
7. Clean toilets and washbasins with a sanitising cleaner, ensuring all surfaces are wiped dry.
8. Spot clean walls and partitions with a damp cloth and mild detergent.
9. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.

Equipment

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|----------------------------------|----------------------------|------------------------------|
| • Colour-coded microfibre cloths | • Cleaning trolley | • Glass cleaner and squeegee |
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket with wringer | • Neutral pH floor cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or debris. Floors are spotless and free of marks. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and odour-free. Toilets and washbasins are sparkling clean with no water spots.
Good	Minor dust on high surfaces. Floors have minimal marks. High-touch areas are mostly clean. Rubbish bins are empty but may have slight odour. Toilets and washbasins are clean with minor water spots.
Pass	Noticeable dust on surfaces. Floors have visible marks. High-touch areas are not fully sanitised. Rubbish bins are not emptied regularly. Toilets and washbasins are clean but with visible water spots.
Fail	Heavy dust accumulation. Floors are dirty with marks and debris. High-touch areas are unsanitised. Rubbish bins are overflowing. Toilets and washbasins are visibly dirty with stains and odours.