

Data Entry Room

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Vacuum carpets and rugs.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all frequently touched surfaces such as keyboards, mice, and door handles.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and rugs thoroughly, paying 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. Wipe and sanitise all frequently touched surfaces using a disinfectant spray and microfibre cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Cleaning trolley |
| • Vacuum cleaner | • Disinfectant spray | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; all frequently touched surfaces are sanitised; no rubbish is present; air is fresh with no odours.
Good	Minor dust on less frequently used surfaces; floors are clean with minimal streaks; most frequently touched surfaces are sanitised; rubbish bins are empty; air is neutral.
Pass	Noticeable dust on some surfaces; floors have visible streaks; some frequently touched surfaces are not sanitised; rubbish bins are not overflowing; slight odour present.
Fail	Significant dust accumulation; floors are dirty with visible debris; frequently touched surfaces are unsanitised; rubbish bins are overflowing; strong odour present.