

Development Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and partitions.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
2. Begin by dusting all surfaces using microfibre cloths to capture dust effectively.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas using an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a streak-free glass cleaner, ensuring no smudges remain.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Glass cleaner
- Colour-coded cleaning cloths and mops
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; floors are shiny with no streaks; high-touch areas are sanitised with no residue; glass surfaces are crystal clear; no rubbish or odours present.
Good	Minor dust on high surfaces; carpets have minor spots; floors have slight streaks; high-touch areas are mostly sanitised; glass surfaces have minor smudges; bins are empty with no odours.
Pass	Noticeable dust on surfaces; visible spots on carpets; floors have visible streaks; some high-touch areas missed; glass surfaces have visible smudges; bins are emptied but slight odour present.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are dull and streaked; high-touch areas are not sanitised; glass surfaces are dirty; bins are full or have strong odours.