

Disaster Recovery

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

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Vacuuming all carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and telephones.
- Emptying rubbish bins and replacing liners.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low to prevent recontamination.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Toilet brush
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised and visibly clean; no unpleasant odours present; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; faint odours may be present; rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are inconsistently sanitised; noticeable odours present; rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; strong unpleasant odours; rubbish bins are overflowing.