

Document Storage

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

Scope of Work

- Dust all surfaces including shelves, cabinets, and storage units using microfibre cloths.
- Vacuum floors using HEPA-filtered vacuum cleaners to minimise airborne dust particles.
- Mop hard floors with a damp mop and appropriate cleaning solution to remove any spills or stains.
- Sanitise high-touch areas such as door handles, light switches, and trolley handles.
- Empty rubbish bins and replace liners, ensuring proper waste segregation.
- Inspect and clean air vents and filters to ensure optimal air quality.

Method

1. Begin by dusting all horizontal surfaces from top to bottom to prevent dust resettling on cleaned areas.
2. Vacuum the entire floor area, paying special attention to corners and under furniture.
3. Mop the floor using a colour-coded system to prevent cross-contamination, ensuring the mop is damp but not overly wet.
4. Use a disinfectant solution to sanitise all high-touch surfaces, allowing appropriate contact time for effectiveness.
5. Remove rubbish bags, tie securely, and replace with new liners, ensuring bins are clean and free from odours.
6. Check air vents and filters, cleaning or replacing as necessary to maintain air quality.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Colour-coded mops and buckets
- Disinfectant solution
- Rubbish bin liners
- Air vent cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on any surfaces; floors are spotless and free of debris; all high-touch areas are sanitised with no residue; air vents are clean and unobstructed.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; air vents show minor dust accumulation.
Pass	Noticeable dust on several surfaces; floors have some debris; high-touch areas are partially sanitised; air vents require cleaning.
Fail	Significant dust accumulation; floors are dirty with visible debris; high-touch areas are not sanitised; air vents are clogged or dirty.