

Emergency Generator

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Remove rubbish and replace bin liners.
- Inspect and clean air vents and filters.
- Ensure all cleaning activities comply with relevant safety and environmental standards.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using microfibre cloths to capture dust effectively.
4. Sanitise high-touch areas with approved disinfectants.
5. Vacuum floors using a HEPA-filter vacuum cleaner to minimise airborne particles.
6. Mop floors with a neutral pH cleaner to prevent damage to surfaces.
7. Dispose of rubbish in designated bins and replace liners.
8. Inspect air vents and filters, cleaning them with a vacuum or damp cloth as needed.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning cloths and mops
- Neutral pH floor cleaner
- Approved disinfectants
- Rubbish bin liners
- Safety signs

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; all high-touch areas are sanitised; rubbish bins are empty and clean; air vents are dust-free.
Good	Minor dust on non-essential surfaces; floors are clean with minimal streaks; faint odours may be present; most high-touch areas are sanitised; rubbish bins are emptied but may have minor residue; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have visible streaks or marks; noticeable odours; some high-touch areas are missed; rubbish bins are not fully emptied; air vents have visible dust.
Fail	Heavy dust accumulation; floors are dirty or sticky; strong odours present; high-touch areas are not sanitised; rubbish bins are full or overflowing; air vents are clogged with dust.