

Environmental Monitoring

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

Scope of Work

- Dusting of all horizontal and vertical surfaces, including desks, shelves, and equipment.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and polishing of glass surfaces and windows.
- Ensuring all cleaning activities are conducted using a colour-coded cleaning system 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. Begin by dusting all surfaces from top to bottom to prevent re-soiling of cleaned areas.
3. Sanitise high-touch areas using appropriate disinfectants, allowing sufficient contact time for effective germ kill.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
5. Mop hard floors using a damp mop and suitable cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner, ensuring streak-free results.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Colour-coded microfibre cloths and mops
- Vacuum cleaner with HEPA filter
- Cleaning trolley
- Disinfectant and cleaning solutions
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, dirt, and smudges. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks or water marks. Rubbish bins are clean and odour-free.
Good	Minor dust or smudges on less than 5% of surfaces. High-touch areas are mostly sanitised with minimal residue. Floors have slight streaks but are generally clean. Rubbish bins are clean with slight odour.
Pass	Noticeable dust or smudges on less than 10% of surfaces. High-touch areas are partially sanitised. Floors have visible streaks or water marks. Rubbish bins are clean but with noticeable odour.
Fail	Significant dust or smudges on more than 10% of surfaces. High-touch areas are not sanitised. Floors are dirty with visible streaks and water marks. Rubbish bins are dirty and have strong odour.