

Executive Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- Vacuuming of carpets and rugs.
- Mopping of hard floors.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Wiping and polishing of furniture and fixtures.
- Ensuring no unpleasant odours are present.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no streaks or residue are left.
5. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass surfaces using a glass cleaner and squeegee, ensuring no streaks remain.
8. Wipe and polish furniture and fixtures with a suitable polish, ensuring a uniform finish.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Squeegee
- Furniture polish
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; carpets are vacuumed with no visible debris; floors are streak-free; high-touch areas are sanitised with no residue; rubbish bins are clean and odour-free; windows are spotless.
Good	Minor dust on high surfaces; carpets are mostly clean with minimal debris; floors have minor streaks; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch areas are inconsistently sanitised; rubbish bins have noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are streaked and sticky; high-touch areas are not sanitised; rubbish bins are dirty and odorous; windows are dirty and streaked.