

Employment Office

Code: ANCMF-AU-GB-EO-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, chairs, and shelves.
- Vacuuming of carpets and rugs.
- Mopping of hard floors.
- Sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Cleaning of glass surfaces and windows.
- Restocking of toilet paper, soap, and hand sanitiser dispensers.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces using microfibre cloths.
3. Vacuum carpets using a HEPA-filter vacuum cleaner.
4. Mop hard floors with a neutral pH cleaner and a microfibre mop.
5. Sanitise high-touch surfaces with an approved disinfectant.
6. Clean toilets with a toilet-specific cleaner and brush, ensuring all surfaces are sanitised.
7. Empty rubbish bins, replace liners, and sanitise the bin interior.
8. Clean glass surfaces with a streak-free glass cleaner.
9. Check and restock consumables in toilets.

Equipment

- Microfibre cloths and mops
- HEPA-filter vacuum cleaner
- Colour-coded cleaning buckets and trolleys
- Neutral pH floor cleaner
- Approved disinfectants
- Toilet cleaning brush and cleaner
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. No unpleasant odours. High-touch surfaces are sanitised and dry. Floors are spotless and dry. Toilets are immaculate with no residue or odours. Consumables are fully stocked.
Good	Minor dust or marks on less than 5% of surfaces. No strong odours. High-touch surfaces are sanitised. Floors have minor streaks. Toilets are clean with no visible residue. Consumables are adequately stocked.
Pass	Noticeable dust or marks on less than 10% of surfaces. Mild odours present. High-touch surfaces are mostly sanitised. Floors have visible streaks. Toilets are generally clean but with minor residue. Consumables are low but available.
Fail	Visible dust or marks on more than 10% of surfaces. Strong odours present. High-touch surfaces are not sanitised. Floors are dirty or wet. Toilets have visible residue or odours. Consumables are depleted.