

Exhibit Room

Code: ANCMF-AU-GB-ER-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including exhibits, display cases, and furniture.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch surfaces such as door handles, light switches, and railings.
- Empty rubbish bins and replace liners.
- Clean glass surfaces and mirrors to be streak-free.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the recommended contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks or smudges remain.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish is visible; glass surfaces are streak-free; high-touch areas are sanitised with no residue.
Good	Minor dust on high surfaces; floors are clean with minimal marks; rubbish bins are empty; glass surfaces have minor streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible marks; rubbish bins are not overflowing; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Heavy dust accumulation; floors are dirty; rubbish bins are overflowing; glass surfaces are heavily streaked; high-touch areas are not sanitised.