

Electrical Room

Code: ANCMF-AU-GB-ER-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including equipment and shelving, using a microfibre cloth.
- Vacuum the floor using a HEPA-filter vacuum cleaner to minimise dust particles.
- Mop the floor with a damp mop and a neutral detergent solution.
- Wipe down all accessible surfaces with a sanitising solution, ensuring no residue is left.
- Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
- Inspect and clean air vents and grilles to ensure they are free from dust and debris.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces from top to bottom, starting with higher surfaces and working downwards.
3. Vacuum the floor thoroughly, paying special attention to corners and edges.
4. Mop the floor using a figure-eight motion to ensure even coverage and prevent streaking.
5. Wipe down surfaces with a sanitising solution, ensuring all contact points are thoroughly cleaned.
6. Empty rubbish bins, replace liners, and clean the bins as needed.
7. Inspect air vents and grilles, cleaning them with a damp cloth if necessary.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Damp mop and bucket
- Neutral detergent solution
- Sanitising solution
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no streaks; air vents are visibly clean; no odours present; bins are empty and clean.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; air vents have minimal dust; no strong odours; bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible streaks; air vents have visible dust; slight odours present; bins are emptied but not cleaned.
Fail	Significant dust accumulation; floors are dirty with streaks; air vents are clogged with dust; strong odours present; bins are full or overflowing.