

Equipment Store

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

Scope of Work

- Dust all surfaces including shelves, equipment, and storage units.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Check for and remove any cobwebs from ceilings and corners.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an appropriate disinfectant, allowing sufficient contact time as per product instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop the floor with a neutral pH cleaner, ensuring no excess water is left on the surface.
6. Dispose of rubbish and replace bin liners, ensuring bins are clean and odour-free.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; bins are empty and odour-free; no visible cobwebs; high-touch areas are sanitised and free of smudges.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; bins are empty but may have slight odour; high-touch areas are mostly clean.
Pass	Noticeable dust on surfaces; floors have visible streaks; bins are not emptied regularly; high-touch areas show signs of neglect.
Fail	Heavy dust accumulation; floors are dirty; bins are overflowing; high-touch areas are unsanitised and visibly dirty.