

Emergency Supplies

Code: ANCMF-AU-GB-ES-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves and storage units.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Wipe down and sanitise all equipment and supplies storage areas.
- Ensure no visible dust or debris is present on any surface.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas with a disinfectant spray, ensuring full coverage and adequate contact time.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop the floor with a neutral detergent, ensuring the mop is rinsed frequently to prevent streaking.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surface; all high-touch areas are sanitised and free of smudges; floors are spotless with no streaks; bins are empty and odour-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible streaks; bins are not emptied or have noticeable odour.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty or sticky; bins are overflowing or have strong odour.