

Foyer

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

Scope of Work

- Dust all horizontal surfaces including furniture, ledges, and fixtures.
- Vacuum all carpeted areas and entrance mats.
- Mop hard floor surfaces using appropriate cleaning solutions.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and lift buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces including entrance doors and windows.
- Ensure all signage and information displays are free of dust and smudges.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces, working from top to bottom to capture all dust and debris.
3. Vacuum carpeted areas and entrance mats, paying special attention to high-traffic zones.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Wipe and sanitise high-touch surfaces using a disinfectant solution, ensuring all surfaces are visibly clean and free of smudges.
6. Empty rubbish bins, replace liners, and clean the exterior of the bins as needed.
7. Clean glass surfaces with a streak-free glass cleaner, ensuring clarity and shine.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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|------------------------------------|----------------------------|----------------------|
| • Vacuum cleaner with HEPA filter | • Neutral pH floor cleaner | • Cleaning trolley |
| • Microfibre cloths (colour-coded) | • Disinfectant solution | • Rubbish bin liners |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust, dirt, or smudges. Floors are shiny and free of marks. Glass surfaces are crystal clear. No unpleasant odours present.
Good	Minor dust or smudges on less than 5% of surfaces. Floors are clean with minimal marks. Glass surfaces have slight streaks. No unpleasant odours present.
Pass	Noticeable dust or smudges on less than 10% of surfaces. Floors have some marks but are generally clean. Glass surfaces have visible streaks. No strong unpleasant odours present.
Fail	Visible dust or smudges on more than 10% of surfaces. Floors are dirty or sticky. Glass surfaces are cloudy or streaked. Unpleasant odours are present.