

Finance Department

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and sanitising of kitchenettes, including benchtops, sinks, and taps.
- Cleaning of glass surfaces and partitions to remove fingerprints and smudges.
- Restocking of consumables such as hand soap and paper towels.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum to ensure air quality.
3. Mop hard floors with a neutral pH cleaner to maintain floor finish.
4. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces.
6. Clean kitchenettes using a multi-purpose cleaner, ensuring all surfaces are free from food residues.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Check and restock consumables, ensuring all dispensers are functioning properly.

Equipment

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| • Microfibre cloths | • Hospital-grade disinfectant | • Streak-free glass cleaner |
| • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner | • Colour-coded cleaning cloths and mops |
| • Mop and bucket with wringer | • Multi-purpose cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless and streak-free; no visible rubbish; high-touch areas are sanitised and free from fingerprints; consumables are fully stocked.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; bins are empty; high-touch areas are mostly sanitised; consumables are mostly stocked.
Pass	Noticeable dust on surfaces; floors have visible streaks; bins are not overflowing; some high-touch areas missed; consumables are low but available.
Fail	Significant dust accumulation; floors are dirty; bins are overflowing; high-touch areas are unsanitised; consumables are depleted.