

Flag Display

Code: ANCMF-AU-GB-FD-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of flagpoles and surrounding surfaces.
- Sanitising of any touchpoints, including flagpole bases and any nearby handrails.
- Vacuuming of carpeted areas around the flag display.
- Mopping of hard floors to remove any marks or stains.
- Wiping down of any plaques or informational displays.
- Removal of any rubbish or debris from the area.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting flagpoles and surrounding surfaces with a microfibre cloth.
3. Sanitise touchpoints using a disinfectant spray and cloth.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner and a damp mop.
6. Wipe down plaques and displays with a glass cleaner and cloth.
7. Collect and dispose of any rubbish in the designated rubbish bin.

Equipment

- Microfibre cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Damp mop
- Glass cleaner
- Rubbish bin

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible stains; all touchpoints are sanitised; no rubbish or debris present.
Good	Minor dust on surfaces; floors have minimal marks; touchpoints mostly sanitised; very little rubbish or debris present.
Pass	Noticeable dust on some surfaces; floors have visible marks; some touchpoints missed in sanitising; some rubbish or debris present.
Fail	Significant dust accumulation; floors are dirty with stains; touchpoints not sanitised; rubbish or debris is evident.