

Forensic Lab

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

Scope of Work

- Dusting of all surfaces including benches, shelves, and equipment.
- Sanitising of all work surfaces, including benches and tables.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate disinfectant.
- Wiping down of all glass surfaces and partitions.
- Emptying and sanitising of rubbish bins.
- Cleaning and sanitising of sinks and taps.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded systems are in place.
2. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
3. Sanitise work surfaces using a disinfectant spray and wipe with a clean cloth.
4. Vacuum all carpeted areas, paying special attention to corners and under furniture.
5. Mop hard floors using a disinfectant solution, ensuring no residue is left.
6. Wipe glass surfaces with a glass cleaner and a lint-free cloth.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean sinks and taps with a non-abrasive cleaner, ensuring all fixtures are polished.

Equipment

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| • Microfibre cloths | • Mop and bucket | • Colour-coded cleaning cloths and mops |
| • Disinfectant spray | • Glass cleaner | • Cleaning trolley |
| • Vacuum cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. No odours present. Floors are spotless and dry. Glass surfaces are streak-free. Bins are empty and sanitised. Sinks and taps are polished and free of water spots.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. Floors are clean with minimal residue. Glass surfaces have minor streaks. Bins are empty but may have minor residue. Sinks and taps are mostly clean with minor water spots.
Pass	Surfaces have some dust and marks. Mild odours may be present. Floors are clean but may have some residue. Glass surfaces have noticeable streaks. Bins are emptied but not sanitised. Sinks and taps have visible water spots.
Fail	Surfaces are visibly dirty with dust and stains. Strong odours present. Floors are dirty or sticky. Glass surfaces are heavily streaked. Bins are full or unsanitised. Sinks and taps are dirty with significant water spots.