

Fire Pump Room

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

Scope of Work

- Dust all surfaces, including equipment and shelving.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove debris and prevent slip hazards.
- Wipe down walls and remove any cobwebs.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities comply with relevant safety and environmental standards.

Method

1. Prepare the area by removing any obstacles and ensuring the space is safe to clean.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth to capture dust effectively.
4. Sanitise high-touch areas with an approved disinfectant.
5. Vacuum the floor using a HEPA-filter vacuum cleaner.
6. Mop the floor with a neutral pH cleaner to avoid damaging surfaces.
7. Wipe down walls and remove cobwebs using an extendable duster.
8. Dispose of rubbish in designated bins and replace liners.
9. Inspect the area to ensure all tasks are completed to standard.

Equipment

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|--------------------------------|----------------------------|----------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Colour-coded cleaning cloths | • Approved disinfectant | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Extendable duster | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or debris. High-touch areas are sanitised and free of smudges. Floors are spotless with no marks or residue. Rubbish bins are empty with new liners. No cobwebs or visible dirt on walls.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor marks but are generally clean. Rubbish bins are empty with new liners. Few cobwebs or dirt on walls.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible marks. Rubbish bins are not overflowing but may not have new liners. Some cobwebs or dirt on walls.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant marks. Rubbish bins are overflowing. Cobwebs and dirt are visible on walls.