

Fingerprinting Room

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

Scope of Work

- Dusting of all surfaces, including desks, chairs, and equipment.
- Sanitising of all high-touch surfaces, including door handles, light switches, and fingerprinting equipment.
- Vacuuming of carpeted areas and mopping of hard floors.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass partitions.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces with a microfibre cloth.
3. Sanitise high-touch areas using an approved disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner.
6. Empty rubbish bins and replace liners, then sanitise the bins.
7. Clean windows and glass with a streak-free glass cleaner.
8. Replenish cleaning supplies and ensure the trolley is organised.

Equipment

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|--------------------------------|--------------------------|----------------------|
| • Microfibre cloths | • Mop and bucket | • Rubbish bin liners |
| • Colour-coded cleaning cloths | • Approved disinfectants | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and have no visible marks. Floors are spotless with no debris. Windows and glass are streak-free. No unpleasant odours present.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised with few marks. Floors have minor debris. Windows and glass have minimal streaks. No strong odours present.
Pass	Surfaces have some dust. High-touch areas are partially sanitised with visible marks. Floors have noticeable debris. Windows and glass have visible streaks. Mild odours present.
Fail	Surfaces are dusty. High-touch areas are not sanitised and have visible marks. Floors are dirty with significant debris. Windows and glass are streaked. Strong unpleasant odours present.