

Guard Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum carpeted areas and mop hard floors.
- Sanitise high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean windows and glass partitions.
- Wipe down and sanitise seating and tables.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with appropriate supplies and equipment, ensuring all items are clean and in good condition.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to building protocols.
7. Clean windows and glass partitions using a glass cleaner and a lint-free cloth.
8. Wipe down seating and tables with a sanitising solution.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, smudges, and marks. Floors are spotless with no debris. High-touch surfaces are sanitised and have no visible residue. Rubbish bins are empty and clean. Windows and glass are streak-free.
Good	Most surfaces are clean with minimal dust or smudges. Floors are clean with minor debris. High-touch surfaces are mostly sanitised. Rubbish bins are empty but may have minor marks. Windows and glass have minor streaks.
Pass	Surfaces have some dust or smudges. Floors have visible debris. High-touch surfaces are partially sanitised. Rubbish bins are emptied but not clean. Windows and glass have visible streaks.
Fail	Surfaces are dusty and marked. Floors are dirty with significant debris. High-touch surfaces are not sanitised. Rubbish bins are full or dirty. Windows and glass are dirty with significant streaks.