

Goods Receiving

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

Scope of Work

- Dusting of all surfaces including shelves, benches, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solution.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Inspection and cleaning of loading docks and adjacent areas for debris and spills.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersion.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
3. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination, ensuring floors are left dry to prevent slips.
5. Empty rubbish bins, replace liners, and sanitise the bins using a disinfectant spray.
6. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.
7. Inspect loading docks for debris, remove any rubbish, and clean any spills using appropriate cleaning agents.

Equipment

- Microfibre cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Glass cleaner and squeegee
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless and dry; bins are empty and odour-free; windows are streak-free; no debris in loading docks.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; floors have minor marks; bins are empty but may have slight odour; windows have minor streaks; minimal debris in loading docks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible marks; bins are not emptied regularly; windows have visible streaks; some debris in loading docks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty and wet; bins are overflowing; windows are dirty; excessive debris in loading docks.