

General Storage

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

Scope of Work

- Dusting of all surfaces including shelves, ledges, and equipment.
- Vacuuming of all carpeted areas.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles and light switches.
- Emptying and cleaning of rubbish bins.
- Inspection and removal of cobwebs from ceilings and corners.
- Spot cleaning of walls and doors to remove marks and stains.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are in place.
2. Dust all surfaces using microfibre cloths, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying attention to edges and corners.
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 with a disinfectant spray, allowing adequate contact time for effective germ kill.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant wipe.
7. Inspect ceilings and corners for cobwebs and remove them using an extendable duster.
8. Spot clean walls and doors with a damp cloth and mild detergent to remove any visible marks.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant spray
- Rubbish bin liners
- Extendable duster
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free from smudges; rubbish bins are clean and odour-free; no cobwebs present.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; rubbish bins are clean but may have slight odour; few cobwebs present.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch surfaces are partially sanitised; rubbish bins have some odour; cobwebs in corners.
Fail	Surfaces are dusty and marked; floors are dirty with significant residue; high-touch surfaces are not sanitised; rubbish bins are dirty and odorous; cobwebs are widespread.