

Gallery Space

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

Scope of Work

- Dusting of all surfaces including displays, frames, and ledges.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and railings.
- Cleaning of glass surfaces and windows to ensure they are streak-free.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and skirting boards.

Method

1. Begin with dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
3. Mop hard floors using a neutral pH floor cleaner and a colour-coded mop system to prevent cross-contamination.
4. Sanitise high-touch surfaces with a disinfectant spray and a clean cloth, ensuring all areas are covered.
5. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Spot clean walls and skirting boards with a mild detergent solution and a soft cloth.

Equipment

- Microfibre cloths
 - HEPA-filter vacuum cleaner
 - Colour-coded mop and bucket
- Neutral pH floor cleaner
 - Disinfectant spray
 - Glass cleaner
- Lint-free cloths
 - Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and streak-free; high-touch areas are sanitised with no visible residue; glass surfaces are crystal clear; rubbish bins are clean and odour-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; floors have visible streaks; some high-touch areas missed; glass surfaces have visible streaks; rubbish bins are not fully sanitised.
Fail	Significant dust accumulation; floors are dirty; high-touch areas are unsanitised; glass surfaces are dirty; rubbish bins are overflowing or unsanitary.