

Hearing Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and handrails.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a damp mop, using a neutral pH floor cleaner.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and polish with a lint-free cloth.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloth |
| • Vacuum cleaner | • Approved disinfectant | • Cleaning trolley |
| • Damp mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised with no residue; glass surfaces are streak-free; rubbish bins are empty and clean.
Good	Minor dust on surfaces; floors have minimal debris; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty but may have minor marks.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins are not overflowing but have visible marks.
Fail	Heavy dust on surfaces; floors are dirty with significant debris; high-touch areas are not sanitised; glass surfaces are dirty; rubbish bins are overflowing or dirty.