

HVAC Room

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

Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors and remove any debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as needed.
- Ensure no visible mould or mildew is present.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate dwell time.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor with a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Inspect air filters and clean if necessary, ensuring no dust build-up.
8. Check for any signs of mould or mildew and clean with an appropriate fungicidal cleaner.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Mop and bucket
- Rubbish bin liners
- Fungicidal cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless and dry; rubbish bins are empty and clean; no signs of mould or mildew; air filters are clean.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised; floors have minimal streaks; rubbish bins are emptied; minimal signs of mould or mildew; air filters have slight dust.
Pass	Noticeable dust on surfaces; high-touch areas are mostly sanitised; floors have visible streaks; rubbish bins are not overflowing; some signs of mould or mildew; air filters need cleaning.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty or wet; rubbish bins are full; visible mould or mildew; air filters are clogged.