

Honor Roll

Code: ANCMF-AU-GB-HR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including plaques, frames, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors using a damp mop with a neutral pH cleaner.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all surfaces are free from fingerprints, smudges, and marks.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner, focusing on edges and corners.
4. Mop hard floors with a damp mop, ensuring no excess water is left on the surface.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, smudges, or marks. Floors are clean and dry with no debris. Glass surfaces are streak-free. Rubbish bins are empty and clean.
Good	Minor dust or smudges on less than 5% of surfaces. Floors are clean with minimal debris. Glass surfaces have minor streaks. Rubbish bins are empty.
Pass	Noticeable dust or smudges on less than 10% of surfaces. Floors have some debris. Glass surfaces have visible streaks. Rubbish bins are not overflowing.
Fail	Visible dust or smudges on more than 10% of surfaces. Floors are dirty with significant debris. Glass surfaces are streaked. Rubbish bins are overflowing.