

Hazmat Team

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

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare 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 all carpeted areas thoroughly, paying special attention to corners and edges.
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 areas using a disinfectant spray and cloth, ensuring all surfaces are visibly clean and free from smudges.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are free from stains and odours.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant spray
- Toilet brush
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. Floors are spotless with no residue or watermarks. High-touch areas are sanitised and free from fingerprints. Rubbish bins are empty, sanitised, and odour-free. Toilets and washbasins are spotless and free from any odours.
Good	Surfaces are mostly clean with minimal dust or smudges. Floors are clean with slight watermarks. High-touch areas are mostly sanitised. Rubbish bins are empty and mostly sanitised. Toilets and washbasins are clean with slight odours.
Pass	Surfaces have some dust and smudges. Floors have visible watermarks. High-touch areas are partially sanitised. Rubbish bins are emptied but not sanitised. Toilets and washbasins are clean but have noticeable odours.
Fail	Surfaces are dusty and stained. Floors are dirty with visible residue. High-touch areas are not sanitised. Rubbish bins are full or not sanitised. Toilets and washbasins are dirty with strong odours.