

ID Check

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

Scope of Work

- Dust all surfaces including desks, counters, and equipment.
- Sanitise high-touch areas such as door handles, ID scanning devices, and counters.
- Vacuum carpets and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean glass surfaces including windows and partitions.
- Ensure all surfaces are free from marks, smudges, and fingerprints.
- Maintain cleanliness of air vents and ensure they are free from dust.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per product instructions.
3. Vacuum carpets using a HEPA filter vacuum cleaner to minimise airborne dust.
4. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
5. Empty rubbish bins, replace liners, and ensure bins are sanitised.
6. Use a glass cleaner to clean windows and partitions, ensuring streak-free results.
7. Inspect air vents and clean using a vacuum with a brush attachment.

Equipment

- Microfibre cloths
- Disinfectant solution
- HEPA filter vacuum cleaner
- Neutral pH floor cleaner
- Glass cleaner
- Colour-coded cleaning cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, smudges, or fingerprints. High-touch areas are sanitised and free from germs. Floors are clean with no debris. Air vents are dust-free.
Good	Minor dust or smudges on surfaces. High-touch areas are mostly sanitised. Floors are generally clean with minimal debris. Air vents have slight dust accumulation.
Pass	Noticeable dust or smudges on surfaces. High-touch areas are inconsistently sanitised. Floors have visible debris. Air vents have visible dust.
Fail	Surfaces are dirty with significant dust, smudges, or fingerprints. High-touch areas are not sanitised. Floors are dirty with significant debris. Air vents are clogged with dust.