

Information Display

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

Scope of Work

- Dust all surfaces including display cases, shelves, and signage.
- Wipe and sanitise all touchpoints such as buttons, screens, and handles.
- Vacuum and mop floors around display areas.
- Empty and clean rubbish bins near display areas.
- Ensure all glass surfaces are streak-free and clear.
- Remove any visible marks or smudges from walls and surfaces.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth to capture dust effectively.
3. Wipe and sanitise touchpoints with an approved disinfectant.
4. Vacuum carpets using a HEPA-filtered vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner.
6. Clean glass surfaces with a glass cleaner and squeegee.
7. Dispose of rubbish in accordance with local waste management regulations.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and squeegee
- Approved disinfectant
- Rubbish bags

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, touchpoints are sanitised, floors are spotless, and glass is streak-free. No visible marks or smudges. Rubbish bins are empty and clean.
Good	Minor dust on surfaces, touchpoints mostly sanitised, floors mostly clean, and glass mostly streak-free. Few visible marks or smudges. Rubbish bins are empty.
Pass	Noticeable dust on surfaces, some touchpoints missed, floors show some dirt, and glass has streaks. Several visible marks or smudges. Rubbish bins not overflowing.
Fail	Significant dust accumulation, touchpoints unsanitised, floors dirty, and glass heavily streaked. Many visible marks or smudges. Rubbish bins overflowing.