

Interview Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with a neutral detergent.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Ensure windows and glass surfaces are free from smudges and fingerprints.
- Check and replenish any consumables such as tissues or hand sanitiser.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum the carpet thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and a neutral detergent, ensuring no excess water is left on the floor.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective sanitisation.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean windows and glass surfaces with a glass cleaner, using a squeegee for a streak-free finish.
8. Check consumables and replenish as necessary, ensuring all items are neatly organised.

Equipment

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|------------------------------------|-------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral detergent | • Squeegee |
| • Vacuum cleaner | • Disinfectant solution | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless; no visible smudges on glass; high-touch areas are sanitised with no residue; bins are empty and clean; consumables are fully stocked.
Good	Minor dust on high surfaces; carpets have no visible debris; occasional smudge on glass; high-touch areas are mostly sanitised; bins are empty but may have minor residue; consumables are mostly stocked.
Pass	Noticeable dust on surfaces; carpets have some visible debris; several smudges on glass; high-touch areas are partially sanitised; bins are emptied but not cleaned; consumables are low.
Fail	Heavy dust accumulation; carpets are visibly dirty; glass is smeared; high-touch areas are not sanitised; bins are full or overflowing; consumables are depleted.