

## IT Server Room

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

### Scope of Work

- Dust all surfaces including server racks, shelves, and equipment.
- Vacuum floors using HEPA-filtered vacuum cleaners.
- Wipe down all accessible surfaces with anti-static cloths.
- Sanitise door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters.

### Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to ensure all dust is captured.
3. Vacuum floors thoroughly, paying special attention to corners and under equipment.
4. Wipe surfaces with anti-static cloths to prevent static build-up.
5. Sanitise high-touch areas using appropriate disinfectants.
6. Dispose of rubbish and replace bin liners.
7. Inspect air vents and filters, cleaning as necessary to ensure proper airflow.

### Equipment

- HEPA-filtered vacuum cleaner
- Colour-coded cleaning cloths
- Rubbish bin liners
- Anti-static cloths
- Disinfectant spray
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                         |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | No visible dust on any surfaces; floors are spotless; all high-touch areas are sanitised; air vents are clean and unobstructed.                  |
| <b>Good</b>       | Minor dust on non-essential surfaces; floors are clean with no visible debris; most high-touch areas are sanitised; air vents show minimal dust. |
| <b>Pass</b>       | Noticeable dust on some surfaces; floors have minor debris; some high-touch areas are sanitised; air vents have some dust build-up.              |
| <b>Fail</b>       | Significant dust on surfaces; floors are dirty; high-touch areas are not sanitised; air vents are clogged with dust.                             |