

Judge's Chambers

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

Scope of Work

- Dust all surfaces including desks, shelves, and window sills.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all furniture is free from dust and stains.
- Check and refill any necessary supplies such as tissues and hand sanitiser.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and rugs, paying special attention to corners and under furniture.
4. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for the floor type.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time for effective germ kill.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.
8. Inspect all furniture for dust and stains, cleaning as necessary with appropriate products.
9. Check supplies and refill as needed, ensuring all items are neatly organised.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloths |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |
| • Damp mop and bucket | • Glass cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and stains; carpets are vacuumed with no visible debris; floors are streak-free and sanitised; high-touch surfaces are disinfected with no residue; glass surfaces are spotless; rubbish bins are empty and clean; supplies are fully stocked and organised.
Good	Minor dust on high surfaces; carpets are vacuumed with minimal debris; floors are clean with slight streaks; high-touch surfaces are mostly disinfected; glass surfaces have minor streaks; rubbish bins are empty but may have slight odour; supplies are mostly stocked.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are clean but streaked; high-touch surfaces are partially disinfected; glass surfaces have visible streaks; rubbish bins are not emptied; supplies are low.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are unsanitary; high-touch surfaces are not disinfected; glass surfaces are dirty; rubbish bins are overflowing; supplies are depleted.