

Jury Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and window sills.
- Vacuum all carpeted areas and spot clean any stains.
- Mop hard floors with a neutral detergent.
- 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 arranged neatly and free from dust.

Method

1. Prepare the cleaning trolley with all necessary supplies, 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 all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a mop and bucket with a neutral detergent, ensuring the floor is not left too wet.
5. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.
8. Rearrange furniture as needed, ensuring all items are clean and in their designated places.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless and odour-free; floors are clean and dry with no streaks; all high-touch surfaces are sanitised; bins are empty and clean; glass surfaces are streak-free; furniture is neatly arranged and dust-free.
Good	Minor dust on surfaces; carpets are clean with minimal stains; floors are clean with slight streaks; most high-touch surfaces are sanitised; bins are empty but may have minor marks; glass surfaces have minimal streaks; furniture is mostly dust-free and neatly arranged.
Pass	Noticeable dust on some surfaces; carpets have visible stains; floors are clean but wet; some high-touch surfaces are not sanitised; bins are not emptied; glass surfaces have visible streaks; furniture is dusty and not neatly arranged.
Fail	Significant dust and marks on surfaces; carpets are heavily stained and odorous; floors are dirty and wet; high-touch surfaces are not sanitised; bins are full and dirty; glass surfaces are streaked and dirty; furniture is dusty and disorganised.