

Janitor's Room

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

Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Empty and clean rubbish bins, replacing liners as needed.
- Mop floors with appropriate cleaning solution.
- Organise and tidy cleaning supplies and equipment.
- Check and refill consumables such as hand sanitiser and soap.
- Ensure all cleaning chemicals are stored safely and labelled correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Empty rubbish bins, clean with a disinfectant wipe, and replace liners.
4. Prepare a mop bucket with a neutral pH cleaning solution and mop the floor, starting from the farthest corner and moving towards the exit.
5. Organise cleaning supplies on shelves, ensuring labels are facing outward for easy identification.
6. Check consumable levels and refill as necessary, ensuring all dispensers are functioning correctly.
7. Inspect chemical storage for compliance with safety standards, ensuring all containers are sealed and labelled.

Equipment

- Microfibre cloths
- Disinfectant spray
- Mop and bucket
- Rubbish bin liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; rubbish bins are empty and clean; supplies are neatly organised and fully stocked; all chemicals are correctly labelled and stored.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; rubbish bins are empty but may have minor residue; supplies are organised with minor disarray; most chemicals are labelled and stored correctly.
Pass	Noticeable dust on surfaces; some high-touch areas missed during sanitising; floors have visible streaks; rubbish bins are not fully clean; supplies are disorganised; some chemicals are not labelled or stored correctly.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty; rubbish bins are full or unclean; supplies are in disarray; chemicals are improperly labelled or stored.