

Laundry

Code: ANCMF-AU-GB-L-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and taps.
- Clean and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Wipe down and sanitise laundry machines and surrounding areas.
- Ensure all cleaning supplies are stored correctly and safely.
- Check and clean air vents and filters for dust accumulation.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Use a colour-coded cleaning system to prevent cross-contamination when sanitising high-touch areas.
3. Prepare a mop and bucket with a suitable floor cleaning solution and mop the floor, ensuring all corners and edges are cleaned.
4. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
5. Wipe down laundry machines with a disinfectant solution, paying special attention to control panels and handles.
6. Store all cleaning equipment and supplies in designated areas, ensuring they are clearly labelled and organised.
7. Inspect air vents and filters, cleaning them with a vacuum or damp cloth as necessary.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Bucket and mop
- Disinfectant and cleaning solutions
- Rubbish bin liners
- Vacuum cleaner
- Protective gloves and safety goggles

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no visible smudges or marks. Floors are spotless with no debris. Rubbish bins are empty and clean. Laundry machines are free from detergent residue and fingerprints. Air vents are dust-free.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised with few smudges. Floors are clean with minor debris in corners. Rubbish bins are empty but may have minor marks. Laundry machines have minimal detergent residue. Air vents have slight dust.
Pass	Surfaces have some dust accumulation. High-touch areas have visible smudges. Floors have noticeable debris. Rubbish bins are not emptied or have visible marks. Laundry machines have visible detergent residue. Air vents have visible dust.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant debris. Rubbish bins are full or dirty. Laundry machines are dirty with detergent build-up. Air vents are clogged with dust.