

Law Library

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

Scope of Work

- Dusting of all surfaces including shelves, desks, and chairs.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors.
- Sanitising of high-touch surfaces such as door handles, light switches, and computer keyboards.
- Cleaning of windows and glass surfaces.
- Emptying and sanitising rubbish bins.
- Spot cleaning of walls and doors.
- Maintaining cleanliness of lifts and stairwells.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces using microfibre cloths.
3. Vacuum carpets using a HEPA-filter vacuum cleaner.
4. Mop hard floors with a neutral pH cleaner and microfibre mop.
5. Sanitise high-touch surfaces with an approved disinfectant.
6. Clean windows with a streak-free glass cleaner.
7. Empty rubbish bins and replace liners, then sanitise the bins.
8. Spot clean walls and doors with a mild detergent solution.

Equipment

- Microfibre cloths and mops
- HEPA-filter vacuum cleaner
- Colour-coded cleaning buckets and trolleys
- Neutral pH floor cleaner
- Approved disinfectant
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are spotless and streak-free; high-touch surfaces are sanitised and free of smudges; windows are crystal clear; rubbish bins are empty and sanitised.
Good	Minor dust on high surfaces; carpets are mostly clean with minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; windows have minor smudges; rubbish bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are clean but streaked; high-touch surfaces are partially sanitised; windows have visible smudges; rubbish bins are emptied but not sanitised.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are dirty and streaked; high-touch surfaces are not sanitised; windows are dirty; rubbish bins are full and unsanitised.