

Mayor's Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and decorative items.
- Vacuum carpets and upholstered furniture.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Vacuum carpets and upholstery using a HEPA-filter vacuum to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas using a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and ensure bins are sanitised.
6. Clean glass surfaces with a streak-free glass cleaner and polish mirrors.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths | • Hospital-grade disinfectant | • Colour-coded cleaning cloths and mops |
| • HEPA-filter vacuum cleaner | • Rubbish bin liners | |
| • Mop and bucket with neutral pH cleaner | • Streak-free glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; carpets are free of debris and stains; no odours present; glass surfaces are streak-free; high-touch areas are sanitised and visibly clean.
Good	Minor dust on less accessible surfaces; carpets are mostly clean with no visible stains; no strong odours; glass surfaces have minor streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; carpets have some debris; mild odours present; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; carpets are visibly dirty; strong odours present; glass surfaces are dirty; high-touch areas are not sanitised.