

Mobile Office

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

Scope of Work

- Dusting all surfaces including desks, shelves, and electronic equipment.
- Vacuuming carpets and upholstered furniture.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising kitchenettes and break areas.
- Cleaning and sanitising toilets and washbasins.
- Replenishing consumables such as toilet paper, hand soap, and paper towels.
- Inspecting and reporting any cleaning-related issues to the facility manager.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum all carpeted areas and upholstered furniture, paying special attention to corners and under desks.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas with a disinfectant spray and a clean cloth, ensuring thorough coverage.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean kitchenettes by wiping down counters, sanitising sinks, and ensuring all appliances are clean.
8. Clean toilets by scrubbing bowls, sanitising seats, and wiping down all surfaces with a disinfectant.
9. Replenish all consumables and ensure dispensers are functioning correctly.
10. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Neutral pH floor cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; carpets are free of debris and stains; floors are spotless with no streaks; high-touch areas are sanitised and free of fingerprints; rubbish bins are empty and sanitised; toilets and kitchenettes are spotless and odour-free.
Good	Minor dust on high surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; rubbish bins are empty but not sanitised; toilets and kitchenettes are clean with slight odours.
Pass	Visible dust on surfaces; carpets have noticeable debris; floors have visible streaks; high-touch areas are partially sanitised; rubbish bins are not emptied; toilets and kitchenettes are clean but with noticeable odours.
Fail	Heavy dust accumulation; carpets are dirty with stains; floors are dirty with streaks and spills; high-touch areas are not sanitised; rubbish bins are overflowing; toilets and kitchenettes are dirty with strong odours.