

Mounted Police

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
6. Clean toilets and washbasins with a toilet-specific cleaner, ensuring all surfaces are scrubbed and rinsed.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks are left.

Equipment

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|------------------------------------|----------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Glass cleaner |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket (colour-coded) | • Toilet cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no marks or stains. High-touch areas are sanitised and free of smudges. Toilets and washbasins are sparkling clean with no odours. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minimal dust. Floors have minor marks but are generally clean. High-touch areas are mostly sanitised. Toilets and washbasins are clean with slight water marks. Rubbish bins are empty but not sanitised.
Pass	Surfaces have visible dust. Floors have noticeable marks. High-touch areas are not fully sanitised. Toilets and washbasins have visible stains. Rubbish bins are not emptied.
Fail	Surfaces are dusty and dirty. Floors are dirty with significant marks. High-touch areas are unsanitised. Toilets and washbasins are dirty with odours. Rubbish bins are overflowing.