

Meeting Room

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

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all touchpoints including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise telephones and other communication devices.
- Ensure windows are free from smudges and fingerprints.
- Arrange furniture neatly and ensure all equipment is in its designated place.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Start by dusting all horizontal surfaces using a microfibre cloth.
3. Vacuum the carpeted areas, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe and sanitise all touchpoints with a disinfectant solution.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean telephones and communication devices with a sanitising wipe.
8. Use a glass cleaner to remove smudges from windows.
9. Reorganise furniture and equipment to their designated positions.

Equipment

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|------------------------------------|-------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Disinfectant solution | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | • Cleaning trolley |
| • Mop and bucket (colour-coded) | • Sanitising wipes | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no visible marks; all touchpoints are sanitised; rubbish bins are empty and clean; furniture is neatly arranged.
Good	Minor dust on less accessible surfaces; floors have minimal marks; most touchpoints are sanitised; rubbish bins are empty but may have minor residue; furniture is mostly arranged.
Pass	Noticeable dust on surfaces; floors have visible marks; some touchpoints are missed; rubbish bins are not completely clean; furniture is disorganised.
Fail	Significant dust accumulation; floors are dirty; touchpoints are unsanitised; rubbish bins are full or dirty; furniture is in disarray.