

Media Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and screens.
- Ensure all furniture is arranged neatly and appropriately.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from high to low to capture all dust particles.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality.
4. Mop floors using a microfibre mop and a neutral pH floor cleaner.
5. Sanitise high-touch surfaces with an approved disinfectant.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a streak-free glass cleaner and microfibre cloth.
8. Reorganise furniture to its original layout after cleaning.

Equipment

- HEPA-filter vacuum cleaner
- Microfibre cloths and mops
- Colour-coded cleaning cloths
- 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 spotless and odour-free; floors are shiny with no streaks; all high-touch surfaces are sanitised; rubbish bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on high surfaces; carpets have no visible stains; floors are clean with minimal streaks; most high-touch surfaces are sanitised; rubbish bins are emptied; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; some carpet stains visible; floors have streaks; some high-touch surfaces missed; rubbish bins not completely emptied; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; carpets are stained and odorous; floors are dirty and streaked; high-touch surfaces are unsanitised; rubbish bins are full; glass surfaces are dirty.