

## Mediation Room

Code: ANCMF-AU-GB-MR-03 • Facility: Government Building • Frequency: daily

### Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and mirrors.
- Ensure air vents are free from dust and debris.
- Check and replenish supplies such as tissues and hand sanitiser.

### Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low, using a microfibre cloth to capture dust effectively.
3. Vacuum the carpet thoroughly, paying special attention to corners and under furniture. Spot clean any visible stains with an appropriate carpet cleaner.
4. Mop hard floors using a neutral pH cleaner, ensuring no excess water is left on the floor to prevent slip hazards.
5. Sanitise high-touch surfaces with a disinfectant, allowing adequate contact time as per the manufacturer's instructions.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left behind.
8. Inspect air vents and clean if necessary to ensure proper air flow and quality.
9. Replenish supplies such as tissues and hand sanitiser, ensuring they are easily accessible to room users.

### Equipment

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

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                                         |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; carpets are spotless and free from debris; floors are shiny with no streaks or water marks; high-touch surfaces are sanitised with no residue; glass surfaces are crystal clear; air vents are dust-free; supplies are fully stocked. |
| <b>Good</b>       | Minor dust on surfaces; carpets are clean with minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; air vents have minimal dust; supplies are mostly stocked.                                                |
| <b>Pass</b>       | Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch surfaces are partially sanitised; glass surfaces have visible streaks; air vents have noticeable dust; supplies are low.                                                       |
| <b>Fail</b>       | Heavy dust on surfaces; carpets are dirty with significant debris; floors are dirty with water marks; high-touch surfaces are not sanitised; glass surfaces are dirty; air vents are clogged with dust; supplies are depleted.                                                   |