

Multi-faith Room

Code: ANCMF-AU-GB-MR-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including furniture, ledges, and fixtures.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with a neutral detergent.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all religious artefacts and materials are handled with respect and cleaned according to specific guidelines provided by the facility.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a two-bucket system to ensure effective cleaning and rinsing.
5. Sanitise high-touch surfaces with an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.
8. Inspect the room for any additional cleaning needs and address them promptly.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral detergent | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and odour-free; no visible streaks on glass; high-touch surfaces are sanitised and free of smudges; bins are empty and sanitised; room has a fresh and neutral odour.
Good	Minor dust on high surfaces; carpets have no visible stains; minimal streaks on glass; high-touch surfaces are mostly clean; bins are empty but not sanitised; room has a neutral odour.
Pass	Noticeable dust on surfaces; carpets have minor stains; visible streaks on glass; high-touch surfaces show some smudges; bins are emptied but not sanitised; room has a slight odour.
Fail	Heavy dust accumulation; carpets are stained and odorous; glass is streaked and dirty; high-touch surfaces are visibly dirty; bins are full or not sanitised; room has an unpleasant odour.