

Meditation Room

Code: ANCMF-AU-GB-MR-06 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including shelves, ledges, and decorative items.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and seating areas.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring air vents are free from dust and debris.
- Checking and replenishing air fresheners to maintain a pleasant odour.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low, using a damp microfibre cloth to capture dust effectively.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaning solution, ensuring no residue is left behind.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time for effective germ kill.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
8. Inspect air vents and clean if necessary to ensure proper air flow and quality.
9. Check air fresheners and replace if needed to maintain a fresh environment.

Equipment

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| • Cleaning trolley | • Mop and bucket with neutral pH cleaning solution | • Rubbish bin liners |
| • Colour-coded microfibre cloths | • Disinfectant spray | • Air fresheners |
| • Vacuum cleaner with HEPA filter | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no residue; air is fresh with no odours; high-touch surfaces are sanitised and free from fingerprints; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; air is generally fresh; high-touch surfaces are mostly sanitised; rubbish bins are clean but may have slight odour.
Pass	Noticeable dust on surfaces; floors have some residue; air has slight odour; high-touch surfaces have some fingerprints; rubbish bins are not completely clean.
Fail	Visible dust and dirt on surfaces; floors are dirty with visible residue; air has strong odour; high-touch surfaces are not sanitised; rubbish bins are dirty and odorous.