

Marine Unit

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpets and mats.
- Mopping of hard floors.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Restocking of cleaning supplies and toiletries.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and mats thoroughly, ensuring all corners and edges are reached.
4. Mop hard floors using a damp mop and appropriate floor cleaner, ensuring no streaks or residue remain.
5. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
6. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
9. Restock cleaning supplies and toiletries as needed, ensuring all items are in their designated place.

Equipment

- | | | |
|----------------------------------|---------------------------------------|--------------------|
| • Colour-coded microfibre cloths | • Cleaning trolley | • Glass cleaner |
| • Vacuum cleaner | • Sanitising sprays and disinfectants | • Lint-free cloths |
| • Mop and bucket | • Toilet brush | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are fully sanitised; toilets and washbasins are immaculate; bins are clean and odour-free; glass surfaces are crystal clear.
Good	Minor dust or marks on surfaces; floors have minimal streaks; high-touch areas mostly sanitised; toilets and washbasins are clean; bins are clean with slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust or marks on surfaces; floors have visible streaks; high-touch areas partially sanitised; toilets and washbasins are mostly clean; bins have noticeable odour; glass surfaces have visible streaks.
Fail	Significant dust or marks on surfaces; floors are dirty with streaks; high-touch areas are not sanitised; toilets and washbasins are dirty; bins are overflowing or have strong odour; glass surfaces are dirty.