

Notice Board

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

Scope of Work

- Dust all surfaces of the notice board, including frames and edges.
- Sanitise the notice board surface to eliminate germs and bacteria.
- Remove any visible stains or marks from the notice board.
- Ensure all pins and attachments are clean and organised.
- Dispose of any rubbish found on or around the notice board.

Method

1. Use a microfibre cloth to dust the entire surface of the notice board, including frames and edges.
2. Apply a suitable sanitising solution using a spray bottle and wipe with a clean cloth.
3. Inspect the board for any stains or marks and use a gentle cleaner to remove them.
4. Organise pins and attachments, ensuring they are free from dust and debris.
5. Collect and dispose of any rubbish in the appropriate rubbish bin.

Equipment

- Microfibre cloths
- Spray bottle
- Rubbish bin
- Sanitising solution
- Gentle cleaner

Quality Criteria

Performance Level	Criteria
Excellent	Notice board is completely free of dust, stains, and marks. All pins and attachments are clean and organised. No rubbish is present.
Good	Minor dust or marks may be present but are not immediately noticeable. Pins and attachments are mostly clean and organised. No rubbish is present.
Pass	Some dust or marks are visible upon close inspection. Pins and attachments are somewhat organised. Minimal rubbish is present.
Fail	Notice board has visible dust, stains, or marks. Pins and attachments are disorganised. Rubbish is present.