

Noise Monitoring

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

Scope of Work

- Dusting of all surfaces, including equipment and furniture.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and workstations.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by organising the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant spray and cloth, ensuring all areas are covered.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass surfaces with a glass cleaner and microfibre cloth, ensuring a streak-free finish.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no rubbish is present; high-touch surfaces are fully sanitised; windows are streak-free.
Good	Minor dust on non-essential surfaces; floors are clean with minimal streaks; bins are empty; high-touch surfaces are mostly sanitised; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible streaks or spots; bins are not overflowing; high-touch surfaces are partially sanitised; windows have visible streaks.
Fail	Excessive dust on surfaces; floors are dirty or wet; bins are overflowing; high-touch surfaces are not sanitised; windows are dirty.