

Negotiation Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and mirrors.
- Ensure air vents are free from dust and debris.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare 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. Spot clean any visible stains on carpets using appropriate stain remover.
5. Mop hard floors with a neutral detergent, ensuring no excess water is left behind.
6. Sanitise high-touch surfaces with a disinfectant spray and wipe with a clean cloth.
7. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
8. Clean glass surfaces with a glass cleaner and polish with a lint-free cloth.
9. Inspect air vents and dust as necessary.
10. Check hand sanitiser dispensers and refill as needed.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. No stains on carpets. Floors are spotless and dry. High-touch surfaces are sanitised and free from smudges. Glass surfaces are streak-free. Air vents are dust-free. Rubbish bins are empty and clean. Hand sanitiser dispensers are full.
Good	Minor dust on surfaces. Up to two small stains on carpets. Floors are clean but may have slight water marks. High-touch surfaces are mostly sanitised. Glass surfaces have minor streaks. Air vents have minimal dust. Rubbish bins are empty but may have slight residue. Hand sanitiser dispensers are mostly full.
Pass	Noticeable dust on surfaces. Several stains on carpets. Floors are clean but wet in areas. High-touch surfaces are partially sanitised. Glass surfaces have visible streaks. Air vents have visible dust. Rubbish bins are not overflowing but have residue. Hand sanitiser dispensers are low.
Fail	Surfaces are dusty. Multiple stains on carpets. Floors are dirty or wet. High-touch surfaces are not sanitised. Glass surfaces are dirty. Air vents are clogged with dust. Rubbish bins are overflowing. Hand sanitiser dispensers are empty.