

Network Room

Code: ANCMF-AU-GB-NR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, equipment, and cables.
- Vacuum floors using HEPA-filtered vacuum cleaners.
- Wipe down all horizontal surfaces with anti-static cloths.
- Sanitise door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting high surfaces and work downwards to avoid re-contaminating cleaned areas.
3. Vacuum floors thoroughly, ensuring all corners and under equipment are reached.
4. Wipe surfaces with anti-static cloths to prevent static build-up on sensitive equipment.
5. Sanitise high-touch areas using approved disinfectants.
6. Dispose of rubbish in accordance with local waste management regulations.

Equipment

- HEPA-filtered vacuum cleaner
- Colour-coded microfibre cloths
- Rubbish bin liners
- Anti-static cloths
- Approved disinfectants

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; no visible rubbish; air vents are clean; no odours present.
Good	Minor dust on high surfaces; bins are emptied; air vents are mostly clean; faint odours may be present.
Pass	Visible dust on multiple surfaces; bins are not overflowing; air vents show some dust accumulation; noticeable odours.
Fail	Significant dust and dirt on surfaces; bins are overflowing; air vents are clogged; strong odours present.