

Open Plan Office

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

Scope of Work

- Dusting of all surfaces including desks, chairs, and partitions.
- Vacuuming of carpeted areas and spot cleaning as required.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and shared equipment.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and polishing of glass surfaces and partitions.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Approved disinfectant | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and odour-free; no visible streaks on glass; high-touch areas are sanitised with no residue; bins are empty and sanitised.
Good	Minor dust on less accessible surfaces; carpets are clean with minimal spots; glass surfaces have minor streaks; high-touch areas are mostly sanitised; bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; carpets have visible spots; glass surfaces have visible streaks; high-touch areas are partially sanitised; bins are emptied but not sanitised.
Fail	Significant dust accumulation; carpets are visibly dirty; glass surfaces are streaked; high-touch areas are not sanitised; bins are full and unsanitised.