

Photo ID Room

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and ID equipment.
- Vacuum carpeted areas and mop hard floors.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per product instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce airborne dust.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring streak-free results.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant solution
- Glass cleaner
- Cleaning trolley
- PPE (gloves, masks)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, smudges, and marks. No odours present. High-touch areas are sanitised and dry. Floors are spotless and free of debris. Glass surfaces are streak-free.
Good	Minor dust or smudges on less than 5% of surfaces. No strong odours. High-touch areas are mostly sanitised. Floors have minimal debris. Glass surfaces have minor streaks.
Pass	Noticeable dust or smudges on less than 10% of surfaces. Mild odours present. High-touch areas are partially sanitised. Floors have some debris. Glass surfaces have visible streaks.
Fail	Visible dust or smudges on more than 10% of surfaces. Strong odours present. High-touch areas are not sanitised. Floors have significant debris. Glass surfaces are heavily streaked.