

Private Office

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

Scope of Work

- Dust all surfaces including desks, chairs, shelves, and window sills.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Wipe and 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 all office equipment is free from dust and debris.
- Maintain cleanliness of air vents and ensure they are free from dust build-up.

Method

1. Begin by organising the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the surface.
5. Use a disinfectant wipe to clean high-touch surfaces, allowing sufficient contact time for effective sanitisation.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
8. Inspect air vents and gently clean with a vacuum attachment or damp cloth.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloths |
| • HEPA-filter vacuum cleaner | • Disinfectant wipes | • Cleaning trolley |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are vacuumed with no visible debris; floors are spotless with no streaks; high-touch surfaces are sanitised with no residue; rubbish bins are clean and odour-free; glass surfaces are streak-free; air vents are dust-free.
Good	Minor dust on surfaces; carpets are vacuumed with minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; rubbish bins are clean with slight odour; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; glass surfaces have visible streaks; air vents have noticeable dust.
Fail	Heavy dust on surfaces; carpets are not vacuumed; floors are dirty with streaks; high-touch surfaces are not sanitised; rubbish bins are dirty with strong odour; glass surfaces are dirty; air vents are clogged with dust.