

Planning Office

Code: ANCMF-AU-GB-PO-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and partitions.
- Spot cleaning of walls and skirting boards.
- Ensuring all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point 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 excess water is left on the floor.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Perform spot cleaning on walls and skirting boards as needed.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish or odours present; glass surfaces are streak-free; high-touch areas are sanitised with no residue.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; rubbish bins are empty with no odours; glass surfaces have minimal streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible streaks or spots; rubbish bins are emptied but may have slight odours; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; floors are dirty or wet; rubbish bins are full or have strong odours; glass surfaces are dirty; high-touch areas are not sanitised.