

Procurement Office

Code: ANCMF-AU-GB-PO-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- 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. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water remains.
5. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and polish with a lint-free cloth.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are streak-free and dry; high-touch areas are sanitised and free of fingerprints; rubbish bins are empty and odour-free; glass surfaces are clear and streak-free.
Good	Minor dust or marks on surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; rubbish bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust or marks on surfaces; carpets have visible debris; floors are streaky; high-touch areas are inconsistently sanitised; rubbish bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Surfaces are dusty and marked; carpets are dirty with debris; floors are wet and streaky; high-touch areas are not sanitised; rubbish bins are full and odorous; glass surfaces are dirty and streaked.