

Payroll Office

Code: ANCMF-AU-GB-PO-07 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Empty and clean rubbish bins, replace liners.
- Clean windows and glass partitions.
- Wipe down and sanitise office equipment such as printers and computers.
- Ensure all cleaning is conducted using colour-coded systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets 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 is left on the floor.
5. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring full coverage.
6. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
7. Clean windows and glass partitions with a glass cleaner and squeegee for a streak-free finish.
8. Wipe down office equipment with a damp cloth and sanitise with an appropriate disinfectant.

Equipment

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|------------------------------------|----------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Disinfectant spray | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | • Squeegee |
| • Mop and bucket (colour-coded) | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Carpets are vacuumed with no visible debris. Hard floors are spotless with no streaks or water marks. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and clean. Windows and glass are streak-free.
Good	Most surfaces are clean with minimal dust. Carpets are vacuumed with minor debris in corners. Hard floors are clean with slight streaks. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue. Windows and glass have minor streaks.
Pass	Surfaces have some dust accumulation. Carpets are vacuumed but with visible debris. Hard floors have visible streaks or water marks. High-touch areas are partially sanitised. Rubbish bins are emptied but not cleaned. Windows and glass have visible streaks.
Fail	Surfaces are dusty. Carpets have significant debris. Hard floors are dirty with water marks. High-touch areas are not sanitised. Rubbish bins are full or dirty. Windows and glass are dirty with streaks.