

Press Room

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

Scope of Work

- Dusting of all surfaces including desks, chairs, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and microphones.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and windows.
- Ensuring all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low, using a damp microfibre cloth to capture dust effectively.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a streak-free glass cleaner and polish with a microfibre cloth.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths and mops
- Vacuum cleaner with HEPA filter
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and smudges. Floors are spotless with no residue. High-touch areas are sanitised and free of fingerprints. Rubbish bins are empty and sanitised. Glass surfaces are streak-free.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal residue. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor marks. Glass surfaces have minimal streaks.
Pass	Noticeable dust or smudges on surfaces. Floors have some residue. High-touch areas are partially sanitised. Rubbish bins are not overflowing but not sanitised. Glass surfaces have visible streaks.
Fail	Surfaces are visibly dirty with dust and stains. Floors are dirty with significant residue. High-touch areas are not sanitised. Rubbish bins are overflowing and unsanitised. Glass surfaces are heavily streaked.