

Prayer Room

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

Scope of Work

- Dust all surfaces including shelves, ledges, and furniture.
- Vacuum all carpeted areas and rugs.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish mirrors and glass surfaces.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant solution to sanitise high-touch areas, allowing appropriate dwell time for effectiveness.
5. Empty rubbish bins, clean with a disinfectant wipe, and replace liners.
6. Clean mirrors and glass surfaces with a glass cleaner, ensuring no streaks are left.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from smudges; bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; bins are empty but may have minor marks; glass surfaces have minimal streaks.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; bins are emptied but not cleaned; glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; bins are full or dirty; glass surfaces are heavily streaked.