

Post Room

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- 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 windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning is conducted using colour-coded systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed from desks, shelves, and equipment.
2. Vacuum all carpeted areas and mats, paying special attention to corners and under furniture.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
5. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
6. Clean windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.
7. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

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| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning cloths and buckets |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch areas are sanitised and free of fingerprints; windows and glass surfaces are streak-free; no rubbish or odours present.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; windows and glass surfaces have minor streaks; rubbish bins are empty with no odours.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas are partially sanitised; windows and glass surfaces have visible streaks; rubbish bins are not overflowing but may have slight odours.
Fail	Significant dust on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; windows and glass surfaces are dirty; rubbish bins are overflowing or have strong odours.