

Plant Room

Code: ANCMF-AU-GB-PR-06 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including machinery and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove debris and prevent slip hazards.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning activities comply with relevant safety and environmental standards.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using microfibre cloths to capture dust particles effectively.
4. Sanitise high-touch areas with an approved disinfectant.
5. Vacuum floors using a HEPA-filtered vacuum cleaner to ensure air quality.
6. Mop floors with a neutral detergent solution, ensuring no residue is left.
7. Dispose of rubbish in designated bins and replace liners.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filtered vacuum cleaner
- Neutral detergent
- Approved disinfectant
- Rubbish bin liners
- Safety signs

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 fingerprints; no rubbish present; air quality is optimal.
Good	Minor dust on non-essential surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty; air quality is acceptable.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas are partially sanitised; some rubbish present; air quality is below optimal.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are full; poor air quality.