

Pump Room

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

Scope of Work

- Dust all surfaces including pipes, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean any visible stains or spills immediately.
- Ensure all cleaning equipment is stored neatly and safely after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filtered vacuum cleaner to reduce airborne dust particles.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Disinfectant spray
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Colour-coded cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and stains; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free.
Good	Minor dust on non-critical surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins are emptied but not fully clean.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are full or unclean.