

Property Store

Code: ANCMF-AU-GB-PS-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including shelves, counters, and storage units.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of windows and glass surfaces.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass surfaces with a glass cleaner and squeegee for a streak-free finish.
8. Check and restock cleaning supplies, ensuring proper storage and labelling.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Glass cleaner and squeegee
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no residue. Rubbish bins are empty and odour-free. Windows are streak-free.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly clean. Floors are clean with minimal residue. Rubbish bins are empty but may have slight odour. Windows have minor streaks.
Pass	Noticeable dust on surfaces. High-touch areas show some smudges. Floors have visible residue. Rubbish bins are not emptied regularly. Windows have visible streaks.
Fail	Heavy dust accumulation. High-touch areas are unsanitised. Floors are dirty with significant residue. Rubbish bins are full and odorous. Windows are dirty with multiple streaks.