

Police Station

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Cleaning and sanitising of toilets, including basins, taps, and mirrors.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of windows and glass partitions.
- Spot cleaning of walls and doors to remove marks and stains.
- Restocking of consumables such as toilet paper, hand soap, and paper towels.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used for different areas to prevent cross-contamination.
2. Begin with dusting all surfaces using microfibre cloths, starting from higher surfaces and working downwards.
3. Vacuum all carpeted areas, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas with disinfectant wipes or spray, allowing appropriate contact time for effective sanitisation.
6. Clean toilets thoroughly, using toilet brushes and appropriate cleaning agents for basins and taps.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Clean windows and glass partitions with glass cleaner and a squeegee for a streak-free finish.
9. Perform spot cleaning on walls and doors as needed to remove visible marks.
10. Check and restock consumables in all areas, ensuring supplies are adequate for the next day.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant wipes/spray
- Toilet brush
- Glass cleaner and squeegee
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised with no visible residue; toilets are immaculate with no odours; bins are empty and sanitised; consumables are fully stocked.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; toilets are clean with slight odours; bins are empty but not sanitised; consumables are adequately stocked.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; toilets are clean but with noticeable odours; bins are emptied but not sanitised; consumables are low but available.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; toilets are unclean with strong odours; bins are full and unsanitised; consumables are depleted.