

Registry Office

Code: ANCMF-AU-GB-RO-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- 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 lift buttons.
- Cleaning and sanitising of toilets, including basins, taps, and mirrors.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of glass surfaces and partitions.
- Spot cleaning of walls and doors to remove marks and stains.

Method

1. Begin with dusting all surfaces using a microfibre cloth to trap dust and prevent it from becoming airborne.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are effectively removed.
3. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination, ensuring the use of appropriate cleaning solutions for the floor type.
4. Sanitise high-touch areas with a disinfectant spray, allowing sufficient contact time as per manufacturer's instructions.
5. Clean toilets using a toilet brush and appropriate cleaning agents, ensuring all surfaces are scrubbed and rinsed.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Use a glass cleaner and squeegee to clean glass surfaces, ensuring streak-free results.
8. Spot clean walls and doors with a damp cloth and mild detergent to remove any visible marks.

Equipment

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| • Microfibre cloths | • Disinfectant spray | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Toilet brush | • Cleaning trolley |
| • Colour-coded mop and bucket | • Glass cleaner and squeegee | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; high-touch areas are sanitised and visibly clean; glass surfaces are streak-free; bins are empty and sanitised.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; faint odours may be present; high-touch areas are mostly sanitised; glass surfaces have minor streaks; bins are empty but not sanitised.
Pass	Visible dust on surfaces; floors have visible streaks or spots; noticeable odours; high-touch areas are partially sanitised; glass surfaces have visible streaks; bins are not emptied.
Fail	Heavy dust accumulation; floors are dirty or sticky; strong odours present; high-touch areas are not sanitised; glass surfaces are dirty; bins are overflowing.