

Records Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and filing cabinets.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floor surfaces.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass partitions.
- Spot cleaning of walls and doors.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using microfibre cloths to capture dust effectively.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop floors with a neutral pH cleaner suitable for the floor type.
5. Sanitise high-touch areas with an approved disinfectant.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean windows and glass with a streak-free glass cleaner.
8. Perform spot cleaning using a suitable surface cleaner.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Rubbish bin liners
- Streak-free glass cleaner
- Surface cleaner for spot cleaning

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are streak-free and shiny; high-touch areas are sanitised and free of smudges; bins are empty and sanitised; windows and glass are clear and streak-free.
Good	Minor dust on surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; bins are empty but not sanitised; windows and glass have minor streaks.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are dull with visible streaks; high-touch areas are inconsistently sanitised; bins are not sanitised; windows and glass have visible streaks.
Fail	Heavy dust accumulation; carpets are dirty with visible debris; floors are dirty and streaked; high-touch areas are not sanitised; bins are full and unsanitised; windows and glass are dirty and streaked.