

Research Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and rugs.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and taps.
- Empty and clean rubbish bins, replace liners.
- Clean and sanitise glass surfaces and windows.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
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 surfaces with a disinfectant spray and cloth, ensuring thorough coverage.
6. Empty rubbish bins, replace liners, and clean the bins with a sanitising solution.
7. Clean glass surfaces with a glass cleaner and microfibre cloth to ensure a streak-free finish.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Damp mop and bucket
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks or residue; high-touch surfaces are fully sanitised; glass surfaces are crystal clear with no streaks; rubbish bins are clean and odour-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; rubbish bins are clean but may have slight odour.
Pass	Noticeable dust on some surfaces; floors have visible streaks; high-touch surfaces are partially sanitised; glass surfaces have visible streaks; rubbish bins are not fully clean and have noticeable odour.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch surfaces are not sanitised; glass surfaces are dirty; rubbish bins are dirty and have strong odour.