

Radio Room

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

Scope of Work

- Dust all surfaces including desks, equipment, and shelves.
- Sanitise all high-touch surfaces such as door handles, light switches, and communication equipment.
- Vacuum all carpeted areas and spot clean any stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure air vents are free from dust and debris.

Method

1. Prepare cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using microfibre cloths, starting from high to low areas.
3. Sanitise high-touch areas with approved disinfectant, allowing appropriate contact time.
4. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral detergent, ensuring no excess water remains.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Inspect and clean air vents with a vacuum attachment or damp cloth.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Disinfectant and sanitising solutions
- Glass cleaner
- Cleaning trolley
- PPE (gloves, masks)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no residue. Floors are spotless with no stains or debris. Air vents are dust-free. No odours present.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised but may have slight residue. Floors are clean with minor stains. Air vents have minimal dust. No strong odours present.
Pass	Surfaces have some dust accumulation. High-touch areas are partially sanitised. Floors have visible stains and debris. Air vents have noticeable dust. Mild odours present.
Fail	Surfaces are dusty and unclean. High-touch areas are not sanitised. Floors are dirty with significant stains and debris. Air vents are clogged with dust. Strong odours present.