

Rescue Squad

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

Scope of Work

- Dusting all surfaces, including desks, shelves, and equipment.
- Vacuuming all carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.
- Checking and refilling soap dispensers and paper towel holders.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used for different areas.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas, paying special attention to corners and edges.
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 a clean cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are thoroughly scrubbed and rinsed.
8. Check soap dispensers and paper towel holders, refilling as necessary.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no marks or stains. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty and sanitised. Toilets and washbasins are sparkling clean with no odours.
Good	Most surfaces are clean with minimal dust. Floors have minor marks that are not immediately noticeable. High-touch surfaces are mostly sanitised with few smudges. Rubbish bins are empty but may have minor residue. Toilets and washbasins are clean with faint odours.
Pass	Surfaces have visible dust. Floors have noticeable marks or stains. High-touch surfaces have visible smudges. Rubbish bins are not emptied or sanitised. Toilets and washbasins are clean but have noticeable odours.
Fail	Surfaces are dusty and dirty. Floors are heavily marked or stained. High-touch surfaces are not sanitised and have visible smudges. Rubbish bins are full and unsanitised. Toilets and washbasins are dirty with strong odours.