

Storage Areas

Code: ANCMF-AU-GB-SA-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces, including shelves, ledges, and equipment.
- Vacuuming of floors and carpets to remove dust and debris.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces, including door handles and light switches.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Inspection and removal of cobwebs from ceilings and corners.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by organising the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used appropriately.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards to prevent recontamination.
3. Vacuum all carpeted areas thoroughly, paying special attention to edges and corners.
4. Mop hard floors using a damp mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time as per product instructions.
6. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
7. Inspect for and remove any cobwebs using an extendable duster.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Extendable duster
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible marks; high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and clean; no cobwebs present.
Good	Minor dust on less accessible surfaces; floors have minimal marks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have minor residue; few cobwebs in hard-to-reach areas.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch surfaces are partially sanitised; rubbish bins are not emptied regularly; cobwebs present in several areas.
Fail	Significant dust accumulation; floors are dirty with numerous marks; high-touch surfaces are not sanitised; rubbish bins are overflowing; cobwebs are widespread.