

Specialized Areas

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

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Sanitising high-touch areas such as door handles, light switches, and lift buttons.
- Vacuuming carpets and mopping hard floors.
- Cleaning and sanitising toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Cleaning glass surfaces and windows.
- Ensuring all cleaning activities comply with infection control standards.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces using microfibre cloths.
3. Sanitise high-touch areas with approved disinfectants.
4. Vacuum carpets using HEPA-filtered vacuum cleaners.
5. Mop floors with a neutral pH cleaner.
6. Clean toilets with a toilet-specific disinfectant and brush.
7. Empty rubbish bins and replace liners, sanitising the bin interior.
8. Clean glass surfaces with a streak-free glass cleaner.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filtered vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectants
- Toilet brush
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Toilets are sanitised and odour-free. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor debris. Toilets are clean with minimal odour. Rubbish bins are empty but not sanitised.
Pass	Surfaces have visible dust. High-touch areas are partially sanitised. Floors have visible debris. Toilets are clean but have some odour. Rubbish bins are not emptied.
Fail	Surfaces are dusty and dirty. High-touch areas are not sanitised. Floors are dirty with significant debris. Toilets are dirty and have strong odour. Rubbish bins are full and unsanitised.