

Siren Control

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

Scope of Work

- Dust all surfaces including control panels, desks, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and control buttons.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean glass surfaces and windows to remove smudges and fingerprints.
- Ensure air vents are free of dust and debris.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are thoroughly wiped.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to maintain air quality.
4. Spot clean any visible stains on carpets using a suitable stain remover.
5. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces using a glass cleaner and a lint-free cloth for a streak-free finish.
8. Check and clean air vents using a vacuum attachment or a damp cloth to remove dust build-up.

Equipment

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| • Microfibre cloths | • Colour-coded mop and bucket | • Lint-free cloths |
| • Disinfectant spray | • Rubbish bin liners | • Vacuum attachment for vents |
| • HEPA-filter vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; carpets are clean with no stains; floors are spotless and dry; bins are empty and odour-free; glass surfaces are streak-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; carpets have minor stains; floors are mostly clean with minimal streaks; bins are empty; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; carpets have visible stains; floors have visible streaks; bins are not overflowing; glass surfaces have visible streaks; air vents have visible dust.
Fail	Heavy dust on surfaces; high-touch areas are not sanitised; carpets are heavily stained; floors are dirty and wet; bins are overflowing; glass surfaces are dirty; air vents are clogged with dust.