

Supply Depot

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish windows and glass surfaces.
- Wipe down and sanitise all workstations and desks.
- Ensure all cleaning supplies are restocked and organised on the trolley.

Method

1. Begin by organising the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas with a disinfectant spray, ensuring full coverage and adequate contact time.
4. Vacuum carpets and mats using a HEPA-filter vacuum cleaner to reduce airborne dust.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, clean them with a sanitising solution, and replace liners.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Wipe down workstations with a sanitising wipe, ensuring all surfaces are clean and free of smudges.
9. Restock cleaning supplies and organise them on the trolley for the next use.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket with neutral pH cleaner | • Sanitising wipes |
| • Disinfectant spray | • Rubbish bin liners | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Streak-free 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; floors are spotless and dry; rubbish bins are clean and odour-free; windows are crystal clear with no streaks.
Good	Minor dust on high surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; rubbish bins are clean with slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible streaks; rubbish bins have noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors are dirty and wet; rubbish bins are overflowing and odorous; windows are dirty with heavy streaks.