

Service Entrance

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

Scope of Work

- Dust all surfaces including ledges, sills, and fixtures.
- Vacuum and mop all floor surfaces using appropriate cleaning solutions.
- Sanitise high-touch areas such as door handles, light switches, and handrails.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and doors.
- Remove cobwebs and dust from corners and ceilings.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces from top to bottom to prevent re-soiling.
3. Vacuum the floor thoroughly, paying special attention to corners and edges.
4. Mop the floor using a damp mop and appropriate cleaning solution, ensuring no streaks or residue are left.
5. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
6. Empty rubbish bins, clean the interior and exterior, and replace liners.
7. Clean glass surfaces with a glass cleaner and polish to a streak-free finish.
8. Inspect the area for any missed spots and rectify as needed.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; glass surfaces are crystal clear.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; rubbish bins are clean but may have slight odour; glass surfaces have minor smudges.
Pass	Visible dust on surfaces; floors have noticeable streaks; high-touch areas are partially sanitised; rubbish bins are not completely clean; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; floors are dirty and streaked; high-touch areas are not sanitised; rubbish bins are dirty and odorous; glass surfaces are unclear and streaked.