

Safety Inspection

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as door handles, light switches, and lift buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
2. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
3. Vacuum carpets thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch areas using a disinfectant spray, allowing appropriate contact time.
6. Empty rubbish bins, clean with a disinfectant, and replace liners.
7. Clean glass surfaces with a glass cleaner, ensuring streak-free results.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Glass cleaner
- Colour-coded cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; carpets are clean with no stains; floors are spotless and dry; all high-touch surfaces are sanitised and free of smudges; glass surfaces are streak-free; bins are clean and odour-free.
Good	Minor dust on less accessible surfaces; carpets are generally clean with minimal stains; floors are clean with slight dampness; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; bins are clean with slight odour.
Pass	Noticeable dust on surfaces; carpets have visible stains; floors are clean but damp; some high-touch surfaces are sanitised; glass surfaces have visible streaks; bins are emptied but not cleaned.
Fail	Excessive dust and debris on surfaces; carpets are stained and dirty; floors are dirty or sticky; high-touch surfaces are not sanitised; glass surfaces are dirty; bins are full or have strong odour.