

Security Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant spray, ensuring sufficient contact time as per product instructions.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
6. Use a glass cleaner and lint-free cloth to clean glass surfaces, ensuring no streaks remain.

Equipment

- Microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- HEPA-filter vacuum cleaner
- Glass cleaner
- Damp mop and bucket
- Colour-coded cleaning cloths and mops

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; carpets are free of debris and stains; floors are spotless with no streaks; bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; carpets mostly clean with minor debris; floors mostly clean with minor streaks; bins emptied but not fully clean; glass surfaces mostly clear with minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; carpets have visible debris; floors have visible streaks; bins not emptied; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; carpets heavily soiled; floors dirty with significant streaks; bins overflowing; glass surfaces dirty and streaked.