

Solicitor's Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring all office equipment is free from dust and debris.
- Checking and restocking of hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas using a disinfectant spray and allow to air dry.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and polish to a streak-free finish.
8. Inspect all office equipment for dust and clean as necessary.
9. Check hand sanitiser dispensers and refill as needed.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless and vacuumed with visible pile; no streaks on glass; bins are empty and sanitised; no odours present.
Good	Minor dust on high surfaces; carpets are clean with minimal spots; glass is mostly streak-free; bins are empty but not sanitised; faint odours may be present.
Pass	Noticeable dust on surfaces; carpets have visible spots; glass has streaks; bins are not emptied; noticeable odours present.
Fail	Heavy dust accumulation; carpets are dirty with multiple spots; glass is dirty and streaked; bins are overflowing; strong odours present.