

Sleeping Quarters

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

Scope of Work

- Dust all surfaces including furniture, fixtures, and fittings.
- Vacuum all carpeted areas and rugs.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise bathroom facilities including toilets, sinks, and showers.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for the floor type.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time for effective germ kill.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean bathroom facilities using appropriate bathroom cleaners, ensuring all surfaces are rinsed and dried.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are spotless and streak-free; high-touch surfaces are sanitised with no residue; rubbish bins are empty and clean; bathrooms are pristine with no odours.
Good	Minor dust on high surfaces; carpets are generally clean with minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have slight odour; bathrooms are clean with minimal water spots.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are clean but streaked; high-touch surfaces are partially sanitised; rubbish bins are not overflowing but have noticeable odour; bathrooms are clean but have visible water spots and minor odours.
Fail	Heavy dust accumulation; carpets have significant debris; floors are dirty or sticky; high-touch surfaces are not sanitised; rubbish bins are overflowing; bathrooms are dirty with strong odours and visible grime.