

Seminar Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise any whiteboards or presentation equipment.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and replenish supplies such as tissues and hand sanitiser.

Method

1. Prepare cleaning trolley with appropriate supplies and equipment, ensuring all items are in good condition and colour-coded for specific areas.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral detergent, using a damp mop and ensuring no excess water is left on the floor.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective sanitisation.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean whiteboards with a suitable cleaner and ensure all presentation equipment is free of dust and fingerprints.
8. Clean windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.
9. Check and replenish supplies, ensuring all items are stocked and accessible.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish present; all high-touch surfaces are sanitised; windows and glass are streak-free; supplies are fully stocked.
Good	Minor dust on non-essential surfaces; floors are clean with minimal marks; bins are emptied; most high-touch surfaces are sanitised; minor smudges on glass; supplies mostly stocked.
Pass	Noticeable dust on surfaces; floors have visible marks; bins not emptied; some high-touch surfaces missed; visible smudges on glass; supplies low.
Fail	Heavy dust accumulation; floors are dirty; bins overflowing; high-touch surfaces unsanitised; glass is dirty; supplies depleted.