

Safe Room

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

Scope of Work

- Dust all surfaces including furniture, fixtures, and fittings.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with a neutral detergent and sanitiser.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, 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. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
4. Vacuum carpeted areas thoroughly, paying attention to corners and edges.
5. Mop hard floors using a mop and bucket with a neutral detergent, followed by a sanitiser.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

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| • Cleaning trolley | • Mop and bucket (colour-coded) | • Disinfectant spray |
| • Microfibre cloths (colour-coded) | • Neutral detergent | • Glass cleaner |
| • Vacuum cleaner | • Sanitiser | • Lint-free cloths |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised and free from smudges; floors are spotless with no visible dirt or streaks; rubbish bins are empty and clean; glass surfaces are crystal clear with no streaks.
Good	Minor dust or marks on surfaces; high-touch areas are mostly sanitised; floors have minimal dirt or streaks; rubbish bins are empty but may have minor residue; glass surfaces have minor streaks.
Pass	Noticeable dust or marks on surfaces; some high-touch areas missed; floors have visible dirt or streaks; rubbish bins are not emptied or have visible residue; glass surfaces have visible streaks.
Fail	Significant dust or marks on surfaces; high-touch areas are not sanitised; floors are dirty with visible streaks; rubbish bins are full or overflowing; glass surfaces are dirty with significant streaks.