

Staff Room

Code: ANCMF-AU-GB-SR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchen appliances including microwave, fridge, and kettle.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.
- Check and refill consumables such as hand soap and paper towels.

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. Wipe and sanitise high-touch surfaces with an appropriate disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral detergent solution, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean kitchen appliances using appropriate cleaning agents, ensuring all food safety standards are met.
8. Refill consumables and ensure dispensers are functioning correctly.

Equipment

- | | | |
|------------------------------------|----------------------|--|
| • Microfibre cloths (colour-coded) | • Cleaning trolley | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Gloves and personal protective equipment (PPE) |
| • Mop and bucket (colour-coded) | • Neutral detergent | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. High-touch areas are sanitised and free from smudges. Floors are spotless with no residue. Rubbish bins are empty and clean. Consumables are fully stocked.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors are clean with minor residue. Rubbish bins are empty. Consumables are adequately stocked.
Pass	Surfaces have some dust and marks. High-touch areas are partially sanitised. Floors have some residue. Rubbish bins are not overflowing. Consumables are low but available.
Fail	Surfaces are dusty and marked. High-touch areas are not sanitised. Floors are dirty with visible residue. Rubbish bins are overflowing. Consumables are depleted.