

## Supply Room

Code: ANCMF-AU-GB-SR-04 • Facility: Government Building • Frequency: daily

### Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors using a colour-coded system.
- Empty rubbish bins and replace liners.
- Clean and organise storage areas to ensure easy access and inventory management.
- Inspect and clean air vents and grilles to maintain air quality.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersion.
2. Sanitise high-touch surfaces with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors with a neutral pH cleaner, using a colour-coded mop to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Reorganise supplies, ensuring items are stored neatly and labelled correctly.
7. Wipe down air vents and grilles with a damp cloth to remove dust and debris.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Rubbish bin liners
- Approved disinfectant
- Colour-coded mop and bucket
- Neutral pH floor cleaner

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no residue. Floors are spotless with no debris. Rubbish bins are empty and odour-free. Supplies are neatly organised and labelled. |
| <b>Good</b>       | Minor dust on less accessible surfaces. High-touch areas are mostly sanitised. Floors have minimal debris. Rubbish bins are empty but may have slight odour. Supplies are organised but not labelled.                   |
| <b>Pass</b>       | Noticeable dust on surfaces. High-touch areas are partially sanitised. Floors have visible debris. Rubbish bins are not emptied regularly. Supplies are disorganised.                                                   |
| <b>Fail</b>       | Significant dust accumulation. High-touch areas are not sanitised. Floors are dirty with debris. Rubbish bins are overflowing. Supplies are in disarray and not accessible.                                             |