

Switchboard Room

Code: ANCMF-AU-GB-SR-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including switchboards, shelves, and ledges.
- Vacuum floors using a HEPA-filter vacuum cleaner.
- Wipe down all accessible surfaces with a damp microfibre cloth.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and grilles.
- Ensure no cleaning residue is left on electrical equipment.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre duster, starting from the highest point and working downwards.
3. Vacuum the floor thoroughly, paying special attention to corners and edges.
4. Wipe down all surfaces with a damp microfibre cloth, ensuring no moisture enters electrical components.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Inspect air vents and grilles, removing any visible dust or debris.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Microfibre duster
- Disinfectant spray
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless; no odours present; high-touch areas are thoroughly sanitised; rubbish bins are empty and clean; air vents are dust-free.
Good	Minor dust on non-essential surfaces; floors are clean with no visible debris; no strong odours; high-touch areas are sanitised; rubbish bins are emptied but may have minor residue; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors have minor debris; faint odours present; high-touch areas are partially sanitised; rubbish bins are emptied but not cleaned; air vents have visible dust.
Fail	Significant dust accumulation; floors are dirty; strong odours present; high-touch areas are not sanitised; rubbish bins are full or dirty; air vents are clogged with dust.