

Shredding Room

Code: ANCMF-AU-GB-SR-07 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including shredders, tables, and shelves.
- Vacuum floors to remove paper debris and dust.
- Mop floors with a sanitising solution to remove stains and prevent slip hazards.
- Wipe down shredders and equipment with a disinfectant to prevent contamination.
- Empty rubbish bins and replace liners.
- Check and clean air vents to ensure proper air circulation.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum the entire floor area using a vacuum cleaner equipped with a HEPA filter to ensure all paper debris and dust are removed.
3. Prepare a mop bucket with a sanitising solution and mop the floor, focusing on high-traffic areas and spots with visible stains.
4. Use a disinfectant spray and cloth to wipe down all shredders and equipment, ensuring all surfaces are sanitised.
5. Remove rubbish bin liners, dispose of waste appropriately, and replace with new liners.
6. Inspect air vents for dust accumulation and clean using a vacuum or damp cloth as necessary.
7. Ensure all cleaning tools and materials are stored properly on the trolley after use.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with sanitising solution
- Disinfectant spray
- Colour-coded cleaning cloths
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible stains; shredders and equipment are thoroughly sanitised; air vents are clean and unobstructed; rubbish bins are empty and clean.
Good	Minor dust on surfaces; floors have minimal stains; shredders and equipment are mostly sanitised; air vents have minor dust; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible stains; shredders and equipment are partially sanitised; air vents have visible dust; rubbish bins are not overflowing but have visible residue.
Fail	Significant dust and debris on surfaces; floors are dirty with multiple stains; shredders and equipment are not sanitised; air vents are clogged with dust; rubbish bins are overflowing and dirty.