

Surveillance Room

Code: ANCMF-AU-GB-SR-08 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, monitors, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and keyboards.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors using a damp mop with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and screens.
- Ensure air vents are free from dust and debris.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring thorough coverage.
4. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust particles.
5. Mop hard floors with a damp mop, using a neutral pH cleaning solution to avoid damage to flooring.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
8. Inspect air vents and gently clean with a vacuum attachment or damp cloth.

Equipment

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| • Microfibre cloths | • Damp mop and bucket | • Lint-free cloths |
| • Disinfectant spray | • Neutral pH cleaning solution | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised and free from fingerprints; floors are spotless with no visible debris; rubbish bins are empty and clean; glass surfaces are streak-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; floors have minimal debris; rubbish bins are emptied but may have minor residue; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible debris; rubbish bins are not emptied; glass surfaces have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; rubbish bins overflowing; glass surfaces are dirty; air vents clogged with dust.