

SWAT Team

Code: ANCMF-AU-GB-ST-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch surfaces such as door handles, light switches, and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Wiping down walls and partitions as needed.
- Ensuring all cleaning activities comply with relevant health and safety standards.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality.
3. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
4. Use a disinfectant solution to sanitise high-touch surfaces, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins and replace liners, then sanitise the bins with a suitable disinfectant.
6. Clean toilets and washbasins using a toilet-specific cleaner and sanitiser, ensuring all surfaces are scrubbed and rinsed.
7. Wipe down walls and partitions with a damp cloth as needed to remove marks and stains.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Rubbish bin liners
- Toilet-specific cleaner and sanitiser
- Damp cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no streaks; high-touch surfaces are sanitised with no visible residue; rubbish bins are clean and odour-free; toilets and washbasins are pristine with no stains or odours.
Good	Minor dust on surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are clean with slight odour; toilets and washbasins are clean with minor water spots.
Pass	Noticeable dust on some surfaces; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; toilets and washbasins have visible stains.
Fail	Significant dust accumulation; floors are dirty; high-touch surfaces are not sanitised; rubbish bins are overflowing or have strong odour; toilets and washbasins are unclean with strong odours.