

Training Room

Code: ANCMF-AU-GB-TR-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and other presentation equipment.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaner, ensuring no excess water is left on the floor.
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 local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Check hand sanitiser dispensers and refill as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no stains; all high-touch areas are sanitised; bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal stains; most high-touch areas are sanitised; bins are emptied; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; floors have visible stains; some high-touch areas are missed; bins are emptied but not clean; glass surfaces have visible smudges.
Fail	Significant dust accumulation; floors are dirty with multiple stains; high-touch areas are not sanitised; bins are full or overflowing; glass surfaces are dirty.