

Tribunal Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and fixtures.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch areas such as door handles, light switches, and handrails.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from top to bottom to prevent recontamination.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Spot clean any visible stains on carpets using an appropriate stain remover.
5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
6. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effective germ kill.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth to avoid streaks.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Vacuum cleaner with HEPA filter | • Cleaning trolley | • Glass cleaner |
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Disinfectant spray | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are shiny with no streaks; high-touch areas are sanitised and germ-free; bins are empty and odourless; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; carpets have no visible debris; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are empty with slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; some debris on carpets; floors have visible streaks; high-touch areas are partially sanitised; bins are not overflowing but have noticeable odour; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are dull and streaked; high-touch areas are unsanitised; bins are overflowing and odorous; glass surfaces are dirty and streaked.