

## Tool Room

Code: ANCMF-AU-GB-TR-04 • Facility: Government Building • Frequency: daily

### Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

### Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
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.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean and sanitise sinks and taps, ensuring no water spots or residues remain.

### Equipment

- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Vacuum cleaner
- Disinfectant spray
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                           |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residues; floors are spotless with no streaks; bins are empty and clean; sinks and taps are shining with no water spots. |
| <b>Good</b>       | Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; bins are empty but may have minor marks; sinks and taps have minimal water spots.                      |
| <b>Pass</b>       | Noticeable dust on surfaces; some high-touch areas missed; floors have visible streaks; bins are emptied but dirty; sinks and taps have visible water spots.                                                       |
| <b>Fail</b>       | Significant dust accumulation; high-touch areas not sanitised; floors are dirty; bins are full or overflowing; sinks and taps are dirty with significant water spots.                                              |