

## Uniform Cleaning

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

### Scope of Work

- Dusting of all surfaces including desks, shelves, and ledges.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Emptying and cleaning of rubbish bins and replacement of liners.
- Cleaning and polishing of glass surfaces and mirrors.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning equipment is maintained and stored correctly after use.

### Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and clean the bin interior and exterior with a sanitising solution.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left behind.
8. Spot clean walls and doors with a suitable cleaner to remove any visible marks.
9. Inspect all areas to ensure cleaning standards are met and rectify any deficiencies immediately.

### Equipment

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

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are sanitised with no residue; bins are clean and odour-free; glass surfaces are crystal clear. |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are clean with slight odour; glass surfaces have minor streaks.                |
| <b>Pass</b>       | Visible dust on surfaces; floors have noticeable streaks; some high-touch areas missed; bins have noticeable odour; glass surfaces have visible streaks.                                       |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty or sticky; high-touch areas are not sanitised; bins are overflowing or dirty; glass surfaces are heavily streaked or dirty.                          |