

UPS Room

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum floors using a HEPA-filtered vacuum cleaner.
- Wipe down all accessible surfaces with a damp microfibre cloth.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to prevent dust accumulation.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre duster, starting from the highest point and working downwards.
3. Vacuum the floor thoroughly, paying special attention to corners and under equipment.
4. Wipe all surfaces with a damp microfibre cloth, ensuring no moisture is left on electrical equipment.
5. Sanitise high-touch areas using an appropriate disinfectant.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Check air vents for dust and clean as necessary using a vacuum with a brush attachment.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filtered vacuum cleaner
- Microfibre duster
- Cleaning trolley
- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless; no rubbish present; high-touch areas are sanitised and dry; air vents are clean and free of dust.
Good	Minor dust on high surfaces; floors are clean with no visible debris; rubbish bins are empty; high-touch areas are sanitised; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have minor debris; rubbish bins are not overflowing; high-touch areas are mostly sanitised; air vents have some dust.
Fail	Visible dust and smudges on surfaces; floors are dirty; rubbish bins are full; high-touch areas are not sanitised; air vents are clogged with dust.