

Uniform Store

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

Scope of Work

- Dusting of all surfaces including shelves, counters, and display areas.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning equipment is stored safely and correctly after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a hospital-grade disinfectant, allowing appropriate contact time for effectiveness.
5. Empty rubbish bins, replace liners, and clean the interior and exterior of bins with a disinfectant wipe.
6. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.
7. Inspect all areas to ensure compliance with quality criteria and rectify any deficiencies immediately.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Disinfectant wipes
- Glass cleaner and squeegee
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; windows are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are inconsistently sanitised; rubbish bins have noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are dirty and odorous; windows are heavily streaked.