

Vault

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

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean air vents and grilles.
- Wipe down walls and doors to remove marks and smudges.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning cloths are used for different areas.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time for effectiveness.
4. Vacuum carpets and mats thoroughly, paying attention to corners and edges.
5. Mop hard floors using a damp mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant wipe.
7. Inspect air vents and grilles, dusting or wiping as necessary to ensure they are free from dust and debris.
8. Wipe down walls and doors with a damp cloth to remove any visible marks or smudges.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; air vents are clean and unobstructed; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; air vents have minor dust; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors have visible streaks; air vents have noticeable dust; rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty with visible debris; air vents are clogged; rubbish bins are full or dirty.