

Workshop

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

Scope of Work

- Dusting all horizontal surfaces including benches, shelves, and equipment.
- Vacuuming and mopping all floor surfaces.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Spot cleaning walls and doors to remove marks and stains.
- Ensuring all cleaning activities are performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all floor surfaces using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop floors with a neutral detergent solution, ensuring to change mop heads regularly to maintain hygiene.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean and sanitise sinks and taps, ensuring no residue is left behind.
8. Spot clean walls and doors with a suitable cleaner to remove any visible marks or stains.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral detergent
- Approved disinfectant
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. Floors are spotless with no streaks or residue. High-touch areas are sanitised and free of smudges. Rubbish bins are empty, clean, and odour-free.
Good	Surfaces are mostly clean with minimal dust or marks. Floors are clean with minor streaks. High-touch areas are sanitised with minor smudges. Rubbish bins are empty and clean with slight odour.
Pass	Surfaces have some dust and marks. Floors are clean but may have visible streaks. High-touch areas are sanitised but may have visible smudges. Rubbish bins are empty but may have some odour.
Fail	Surfaces are visibly dusty and marked. Floors are dirty with visible residue. High-touch areas are not sanitised and have visible smudges. Rubbish bins are full or dirty with strong odour.