

Wellness Room

Code: ANCMF-AU-GB-WR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Sanitise all high-touch areas such as door handles, light switches, and tap handles.
- Vacuum all carpeted areas and rugs.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins.
- Clean and polish mirrors and glass surfaces.
- Ensure all cleaning products are used according to manufacturer instructions and safety data sheets.

Method

1. Prepare cleaning trolley with appropriate colour-coded cloths and mops.
2. Dust surfaces using a microfibre cloth to capture dust and allergens.
3. Sanitise high-touch areas with an approved disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce airborne particles.
5. Mop floors with a neutral pH cleaner suitable for the floor type.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean mirrors and glass with a streak-free glass cleaner.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Approved disinfectants
- Neutral pH floor cleaner
- Glass cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; rubbish bins are clean and odour-free; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; rubbish bins are clean with slight odour; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible streaks; rubbish bins have noticeable odour; glass surfaces have visible smudges.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with streaks; rubbish bins are dirty and odorous; glass surfaces are dirty.