

Water Tank Room

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

Scope of Work

- Dust all surfaces including pipes, ledges, and equipment.
- Sanitise all contact surfaces including door handles and light switches.
- Mop floors with appropriate cleaning solution.
- Remove rubbish and replace bin liners.
- Check and clean any visible mould or mildew.
- Ensure all drains are free from debris.
- Wipe down walls and ceilings to remove any cobwebs or dust.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a damp microfibre cloth to capture dust effectively.
3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
4. Mop the floor using a wet mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Inspect for mould or mildew, applying a mould remover if necessary, and wipe clean.
7. Check drains for blockages and clear any debris found.
8. Wipe down walls and ceilings with a damp cloth to remove cobwebs and dust.

Equipment

- Cleaning trolley with colour-coded cloths and mops
- Microfibre cloths
- Neutral pH cleaning solution
- Disinfectant spray
- Mould remover
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks, floors are spotless with no residue, no odours present, bins are empty and clean, no visible mould or mildew, drains are clear.
Good	Minor dust on high surfaces, floors are clean with minimal residue, no strong odours, bins are empty, minor mould or mildew spots addressed, drains mostly clear.
Pass	Noticeable dust on surfaces, floors have some residue, slight odours present, bins not overflowing, visible mould or mildew present but treated, drains partially blocked.
Fail	Significant dust and dirt on surfaces, floors are dirty with visible residue, strong odours present, bins overflowing, untreated mould or mildew, blocked drains.