

Youth Center

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

Scope of Work

- Dusting of all surfaces including furniture, fixtures, and equipment.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and handrails.
- Cleaning and sanitising of toilets, sinks, and taps.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors to remove marks and stains.
- Cleaning of glass surfaces and mirrors to ensure they are streak-free.
- Restocking of consumables such as toilet paper, hand soap, and paper towels.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Begin with dusting from high to low areas to prevent re-soiling of cleaned surfaces.
3. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner.
5. Sanitise high-touch surfaces using a disinfectant spray and microfibre cloth.
6. Clean toilets and sinks with a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.
7. Empty rubbish bins, replace liners, and sanitise bin interiors and exteriors.
8. Spot clean walls and doors using a mild detergent and soft cloth.
9. Clean glass surfaces with a glass cleaner and lint-free cloth for a streak-free finish.
10. Restock consumables, ensuring all dispensers are filled and functioning properly.

Equipment

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| • Colour-coded microfibre cloths | • Cleaning trolley | • Glass cleaner |
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Lint-free cloths |
| • Damp mop and bucket | • Toilet brush | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, dirt, and marks. Floors are spotless and streak-free. High-touch surfaces are sanitised and free of smudges. Toilets and sinks are clean and odour-free. Rubbish bins are empty and sanitised. Consumables are fully stocked.
Good	Minor dust or marks on less than 5% of surfaces. Floors are clean with minimal streaks. High-touch surfaces are mostly sanitised. Toilets and sinks are clean with no visible stains. Rubbish bins are empty but not sanitised. Consumables are mostly stocked.
Pass	Noticeable dust or marks on less than 10% of surfaces. Floors have visible streaks. High-touch surfaces are partially sanitised. Toilets and sinks have minor stains. Rubbish bins are emptied but not sanitised. Consumables are low but available.
Fail	Visible dust or marks on more than 10% of surfaces. Floors are dirty or sticky. High-touch surfaces are not sanitised. Toilets and sinks are stained or have odours. Rubbish bins are full or not emptied. Consumables are depleted.