

CCTV Room

Code: ANCMF-AU-H-CR-04 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including monitors, control panels, and desks.
- Sanitise high-touch areas such as door handles, light switches, and keyboards.
- Vacuum carpeted areas and spot clean stains.
- Empty rubbish bins and replace liners.
- Clean and sanitise windows and glass surfaces.
- Wipe down and sanitise chairs and seating areas.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using an approved disinfectant spray and cloth.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
5. Spot clean any visible stains on carpets using a suitable carpet cleaner.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and glass surfaces with a glass cleaner and squeegee.
8. Wipe down chairs and seating areas with a damp cloth and sanitiser.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

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| • Microfibre cloths | • Approved disinfectant spray | • Cleaning trolley |
| • Colour-coded cleaning cloths | • Glass cleaner and squeegee | • PPE (gloves, mask) |
| • HEPA-filter vacuum cleaner | • Carpet cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised; carpets are spotless; bins are empty and clean; windows are streak-free; no odours present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; minor carpet stains; bins are empty; windows mostly streak-free; no strong odours.
Pass	Noticeable dust on surfaces; some high-touch areas missed; visible carpet stains; bins not emptied; windows have streaks; mild odours present.
Fail	Significant dust accumulation; high-touch areas not sanitised; large carpet stains; bins overflowing; windows dirty; strong odours present.