

HVAC Room

Code: ANCMF-AU-H-HR-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces, including vents, ducts, and equipment.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum floors and remove any debris.
- Mop hard floors with a suitable cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as needed.
- Ensure all cleaning activities comply with relevant safety standards.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth to capture dust and prevent dispersal.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum the floor using a HEPA-filter vacuum to maintain air quality.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
6. Dispose of rubbish in designated bins and replace liners.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket with neutral pH cleaner | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; air filters are visibly clean; no odours present.
Good	Minor dust on non-critical surfaces; high-touch areas are sanitised; floors are clean with minimal streaks; air filters are mostly clean; no strong odours present.
Pass	Noticeable dust on some surfaces; high-touch areas are mostly sanitised; floors have some streaks; air filters show some dust; slight odours present.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty; air filters are clogged; strong odours present.