

Conference Room

Code: ANCMF-AU-I-CR-03 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Check and refill hand sanitiser dispensers.
- Ensure air vents are free from dust and debris.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
3. Vacuum the carpet thoroughly, paying special attention to corners and under furniture.
4. Spot clean any visible stains on the carpet using an appropriate carpet cleaner.
5. Mop hard floors with a neutral detergent, ensuring the mop is rinsed frequently.
6. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
7. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
9. Refill hand sanitiser dispensers as needed.
10. Inspect air vents and wipe clean with a damp cloth if necessary.

Equipment

- | | | |
|------------------------------------|----------------------|--------------------------|
| • Microfibre cloths (colour-coded) | • Disinfectant spray | • Hand sanitiser refills |
| • Vacuum cleaner with HEPA filter | • Glass cleaner | • Cleaning trolley |
| • Mop and bucket (colour-coded) | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless and free from debris; no visible streaks on glass; all high-touch areas are sanitised; rubbish bins are empty and clean; air vents are dust-free.
Good	Minor dust on less accessible surfaces; carpets are clean with minimal debris; minor streaks on glass; high-touch areas mostly sanitised; rubbish bins are empty but may have minor marks; air vents mostly dust-free.
Pass	Noticeable dust on surfaces; carpets have some debris; visible streaks on glass; some high-touch areas missed; rubbish bins not emptied; air vents have some dust.
Fail	Significant dust accumulation; carpets are dirty with visible debris; glass is streaked and dirty; high-touch areas are not sanitised; rubbish bins are full; air vents are clogged with dust.