

Gate House

Code: ANCMF-AU-I-GH-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including desks, counters, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish windows and glass surfaces.
- Wipe down and sanitise seating areas.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from top to bottom to prevent re-soiling.
3. Sanitise high-touch areas using a disinfectant spray and appropriate cloth.
4. Vacuum carpets and mats thoroughly, paying attention to corners and edges.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, clean with disinfectant, and replace liners.
7. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.
8. Wipe and sanitise seating areas, ensuring all surfaces are dry before use.

Equipment

- Cleaning trolley with colour-coded cleaning supplies
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Microfibre cloths (colour-coded)
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. High-touch areas are sanitised and dry. Floors are spotless with no residue. Windows and glass surfaces are streak-free. Rubbish bins are clean with no odours.
Good	Most surfaces are clean with minimal dust. High-touch areas are sanitised. Floors have minor marks but are generally clean. Windows and glass surfaces have minor streaks. Rubbish bins are clean with slight odour.
Pass	Surfaces have some dust and marks. High-touch areas are mostly sanitised. Floors have visible marks. Windows and glass surfaces have noticeable streaks. Rubbish bins have noticeable odours.
Fail	Surfaces are dusty and marked. High-touch areas are not sanitised. Floors are dirty with residue. Windows and glass surfaces are streaked and dirty. Rubbish bins are dirty with strong odours.