

IT Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and shared equipment.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of kitchenettes and break areas.
- Cleaning of glass surfaces including windows and partitions.
- Restocking of consumables such as hand soap and paper towels.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from high to low surfaces using microfibre cloths.
3. Vacuum carpets using HEPA-filtered vacuum cleaners to minimise dust.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch areas with an approved disinfectant.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean kitchenettes with food-safe cleaning agents.
8. Use glass cleaner for streak-free windows and partitions.
9. Check and restock consumables, ensuring dispensers are clean.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Colour-coded mops and buckets
- Approved disinfectants and cleaning agents
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; no odours present; high-touch areas are sanitised and visibly clean; bins are empty and sanitised; consumables are fully stocked.
Good	Minor dust on high surfaces; carpets have minimal spots; no strong odours; high-touch areas are mostly sanitised; bins are empty; consumables are mostly stocked.
Pass	Noticeable dust on surfaces; carpets have visible spots; mild odours present; some high-touch areas missed; bins are not overflowing; consumables are low.
Fail	Significant dust and marks on surfaces; carpets are dirty; strong odours present; high-touch areas are not sanitised; bins are overflowing; consumables are empty.