

Meeting Room

Code: ANCMF-AU-I-MR-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Vacuum carpeted areas thoroughly.
- Mop hard floors using appropriate cleaning solution.
- 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.
- Ensure all furniture is arranged neatly and appropriately.
- Check and refill any supplies such as tissues and hand sanitiser.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using a microfibre cloth.
3. Vacuum the carpeted areas, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.
8. Reorganise furniture as per the standard layout and check for any maintenance issues to report.

Equipment

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|------------------------------------|----------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; glass surfaces are streak-free; rubbish bins are empty and clean; no unpleasant odours present.
Good	Minor dust on high surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; rubbish bins are empty but may have minor marks.
Pass	Noticeable dust on surfaces; floors have visible residue; glass surfaces have visible streaks; rubbish bins are not overflowing but have visible waste.
Fail	Heavy dust accumulation; floors are dirty with visible stains; glass surfaces are heavily streaked; rubbish bins are overflowing; unpleasant odours present.