

Office Area

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

Scope of Work

- Dusting of all horizontal surfaces including desks, shelves, and window sills.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring all cleaning activities are conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded cleaning systems.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant spray and microfibre cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and lint-free cloth, ensuring no streaks are left.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Cleaning trolley
- Colour-coded cleaning cloths and mops
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless and dry; no streaks on glass; no rubbish or odours present; high-touch surfaces are sanitised and visibly clean.
Good	Minor dust on less accessible surfaces; floors are clean with minimal marks; glass surfaces have minor streaks; rubbish bins are empty and clean; high-touch surfaces are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible marks; glass surfaces have visible streaks; some rubbish present; high-touch surfaces are inconsistently sanitised.
Fail	Significant dust accumulation; floors are dirty and wet; glass surfaces are heavily streaked; rubbish bins are full or odorous; high-touch surfaces are not sanitised.