

Staff Facilities

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

Scope of Work

- Dusting of all horizontal surfaces including tables, chairs, and shelves.
- Sanitising of all high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets, sinks, and mirrors.
- Emptying and sanitising rubbish bins.
- Mopping of hard floors with appropriate cleaning solutions.
- Vacuuming of carpeted areas.
- Spot cleaning of walls and partitions.
- Refilling of soap dispensers and paper towel holders.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all horizontal surfaces using a microfibre cloth.
3. Sanitise high-touch surfaces with a disinfectant spray and cloth.
4. Clean toilets and sinks using a toilet brush and sanitising cleaner.
5. Empty rubbish bins and replace liners.
6. Mop floors using a mop and bucket with appropriate cleaning solution.
7. Vacuum carpeted areas with a HEPA-filter vacuum cleaner.
8. Spot clean walls and partitions with a damp cloth.
9. Refill soap dispensers and paper towel holders as needed.

Equipment

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|----------------------------------|------------------------------|--------------------------------|
| • Colour-coded microfibre cloths | • Mop and bucket | • Rubbish bin liners |
| • Disinfectant spray | • HEPA-filter vacuum cleaner | • Soap and paper towel refills |
| • Toilet brush | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. No unpleasant odours. High-touch areas are sanitised and dry. Floors are spotless and dry. Toilets and sinks are sparkling clean. Bins are empty and sanitised. Supplies are fully stocked.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. High-touch areas are sanitised. Floors are clean with minimal streaks. Toilets and sinks are clean. Bins are empty. Supplies are mostly stocked.
Pass	Surfaces have some dust or marks. Mild odours present. High-touch areas are mostly sanitised. Floors have some streaks. Toilets and sinks are mostly clean. Bins are not overflowing. Supplies are available but may need restocking soon.
Fail	Surfaces are visibly dirty. Strong odours present. High-touch areas are not sanitised. Floors are dirty or wet. Toilets and sinks are dirty. Bins are overflowing. Supplies are depleted.