

Supervisor's Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all touchpoints including door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure air vents are free from dust and debris.
- Maintain cleanliness of office furniture and fixtures.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning solutions.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust dispersion.
4. Mop hard floors using a damp mop and a neutral pH floor cleaner.
5. Wipe and sanitise touchpoints with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
7. Clean windows and glass surfaces using a glass cleaner and a lint-free cloth.
8. Inspect and clean air vents using a vacuum with a brush attachment.
9. Wipe down office furniture and fixtures with a damp cloth.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloth |
| • HEPA-filter vacuum cleaner | • Disinfectant solution | • Cleaning trolley |
| • Damp mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. No rubbish or debris present. Air vents are dust-free. Windows and glass surfaces are streak-free. Touchpoints are sanitised and free from fingerprints.
Good	Minor dust or smudges on surfaces. Rubbish bins are empty but may have minor residue. Air vents have minimal dust. Windows and glass surfaces have minor streaks. Touchpoints are mostly sanitised.
Pass	Noticeable dust or smudges on multiple surfaces. Rubbish bins are not overflowing but have visible residue. Air vents have visible dust. Windows and glass surfaces have visible streaks. Touchpoints are inconsistently sanitised.
Fail	Significant dust, stains, or smudges on surfaces. Rubbish bins are overflowing. Air vents are clogged with dust. Windows and glass surfaces are dirty. Touchpoints are not sanitised.