

Security Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass partitions.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring compliance with colour-coded systems.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
5. Mop hard floors using a damp mop and suitable cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass partitions with a glass cleaner, ensuring no streaks are left.
8. Spot clean walls and doors using a mild detergent solution to remove any visible marks.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no residue; floors are spotless with no debris; bins are empty and odour-free; glass is streak-free.
Good	Minor dust on surfaces; high-touch areas are mostly sanitised; floors have minimal debris; bins are empty but may have slight odour; glass has minor streaks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible debris; bins are not emptied regularly; glass has visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; bins are overflowing; glass is heavily streaked.