

Training Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise any whiteboards or presentation equipment.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all 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 neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Wipe down and sanitise whiteboards and presentation equipment, ensuring no streaks or residue remain.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised with no visible fingerprints; rubbish bins are empty and clean; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor marks; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible residue or stains; high-touch areas are partially sanitised; rubbish bins are not emptied or have visible waste; noticeable odours present.
Fail	Excessive dust and dirt on surfaces; floors are dirty with significant residue or stains; high-touch areas are not sanitised; rubbish bins are overflowing; strong odours present.