

CCTV Room

Code: ANCMF-AU-R-CR-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including monitors, desks, and shelves.
- Sanitise all high-touch areas such as door handles, light switches, and keyboards.
- Vacuum carpeted areas and ensure no debris is present.
- Empty rubbish bins and replace liners.
- Wipe down all glass surfaces to remove fingerprints and smudges.
- Ensure all equipment is free from dust and dirt.
- Check and clean air vents to ensure proper air flow.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to ensure all dust is collected.
3. Sanitise high-touch areas using a suitable disinfectant.
4. Vacuum the carpet thoroughly, paying attention to corners and under desks.
5. Empty rubbish bins, replace liners, and ensure bins are clean.
6. Use a glass cleaner to wipe down all glass surfaces.
7. Inspect and clean air vents using a vacuum with a brush attachment.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Rubbish bin liners
- Vacuum cleaner with HEPA filter
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or smudges. High-touch areas are sanitised and free from germs. Carpet is clean with no debris. Rubbish bins are empty and clean. Air vents are dust-free.
Good	Minor dust on surfaces, but generally clean. High-touch areas are mostly sanitised. Carpet is mostly clean with minimal debris. Rubbish bins are empty but may have minor residue. Air vents have minimal dust.
Pass	Visible dust on some surfaces. High-touch areas are partially sanitised. Carpet has some debris. Rubbish bins are emptied but not cleaned. Air vents have visible dust.
Fail	Significant dust and dirt on surfaces. High-touch areas are not sanitised. Carpet is dirty with visible debris. Rubbish bins are full or dirty. Air vents are clogged with dust.