

Control Room

Code: ANCMF-AU-R-CR-03 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including desks, consoles, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and control panels.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and screens.
- Ensure air vents are free from dust and debris.

Method

1. Begin by organising the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and a clean cloth, ensuring thorough coverage.
4. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust dispersion.
5. Spot clean any visible stains on carpets using a suitable carpet cleaner.
6. Mop hard floors with a neutral pH floor cleaner, ensuring no excess water is left on the floor.
7. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left.
9. Wipe air vents with a damp cloth to remove dust and debris.

Equipment

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| • Microfibre cloths (colour-coded) | • Carpet cleaner | • Glass cleaner |
| • Disinfectant spray | • Mop and bucket | • Lint-free cloths |
| • Vacuum cleaner with HEPA filter | • Neutral pH floor cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no residue; carpets are spotless and vacuumed; hard floors are clean with no streaks; bins are empty and clean; glass surfaces are streak-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; carpets are vacuumed with minor stains; hard floors are clean with minimal streaks; bins are empty; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; high-touch areas partially sanitised; carpets are vacuumed but with visible stains; hard floors have visible streaks; bins are emptied but not clean; glass surfaces have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; high-touch areas not sanitised; carpets are not vacuumed; hard floors are dirty; bins are full; glass surfaces are dirty; air vents are clogged with dust.