

IT Server Room

Code: ANCMF-AU-R-ISR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including server racks, shelves, and equipment using microfibre cloths.
- Vacuum floors with HEPA-filtered vacuum cleaners to remove dust particles.
- Sanitise high-touch surfaces such as door handles and light switches with appropriate disinfectants.
- Empty rubbish bins and replace liners, ensuring proper disposal of waste.
- Inspect and clean air vents to ensure optimal air quality and reduce dust accumulation.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination, with specific colours designated for different areas.
2. Begin by dusting all surfaces with a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum the entire floor area using a HEPA-filtered vacuum cleaner, paying special attention to corners and under equipment.
4. Sanitise all high-touch surfaces with a disinfectant spray and wipe with a clean cloth.
5. Empty rubbish bins, replace liners, and ensure waste is disposed of according to facility protocols.
6. Check air vents for dust build-up and clean as necessary using a vacuum or damp cloth.

Equipment

- Microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- HEPA-filtered vacuum cleaner
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on any surfaces; floors are spotless; all high-touch surfaces are sanitised; rubbish bins are empty and clean; air vents are free of dust.
Good	Minor dust on less than 5% of surfaces; floors are clean with no visible debris; high-touch surfaces are mostly sanitised; rubbish bins are empty; air vents have minimal dust.
Pass	Noticeable dust on 10% of surfaces; floors have some dust or debris; high-touch surfaces are partially sanitised; rubbish bins are not overflowing; air vents have some dust accumulation.
Fail	Visible dust on more than 10% of surfaces; floors are dirty; high-touch surfaces are not sanitised; rubbish bins are full; air vents are clogged with dust.