

Security Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins.
- Clean and polish glass surfaces, including windows and screens.
- Ensure air vents are free from dust and debris.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas with a disinfectant spray, ensuring full coverage and adequate contact time.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Spot clean carpet stains with an appropriate carpet cleaner.
6. Mop hard floors with a neutral pH cleaner, using a damp mop to avoid excess moisture.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
9. Check and clean air vents using a vacuum attachment or a damp cloth.

Equipment

- | | | |
|------------------------------------|----------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloth |
| • Disinfectant spray | • Damp mop and bucket | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, high-touch areas are fully sanitised, floors are spotless, bins are clean and odour-free, and glass surfaces are streak-free.
Good	Minor dust on surfaces, high-touch areas mostly sanitised, floors have minimal marks, bins are clean with slight odour, and glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces, some high-touch areas missed, floors have visible marks, bins have noticeable odour, and glass surfaces have visible streaks.
Fail	Heavy dust accumulation, high-touch areas not sanitised, floors are dirty, bins are overflowing with strong odour, and glass surfaces are heavily streaked.