

Communication Equipment

Code: ANCMF-AU-TH-CE-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all communication equipment surfaces.
- Sanitising of high-touch areas such as buttons, screens, and handsets.
- Removal of visible dirt and debris from equipment surfaces.
- Emptying and cleaning of nearby rubbish bins.
- Inspection and cleaning of surrounding areas to prevent dust accumulation.

Method

1. Use a microfibre cloth to gently dust all surfaces of the communication equipment.
2. Apply a suitable sanitising solution to a clean cloth and wipe down high-touch areas, ensuring no liquid enters the equipment.
3. Remove any visible dirt or debris using a soft brush or vacuum with a HEPA filter.
4. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
5. Inspect surrounding areas for dust and clean as necessary to prevent accumulation.

Equipment

- Microfibre cloths
- Soft brush
- Rubbish bin liners
- Sanitising solution (non-abrasive, suitable for electronics)
- HEPA filter vacuum

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, fingerprints, and smudges; high-touch areas are sanitised and free from germs; no visible dirt or debris; rubbish bins are clean and odour-free.
Good	Minor dust or smudges on non-essential surfaces; high-touch areas are mostly sanitised; minimal visible dirt or debris; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; some visible dirt or debris; rubbish bins have noticeable odour.
Fail	Significant dust accumulation; high-touch areas not sanitised; visible dirt or debris present; rubbish bins are dirty and have strong odour.