

CCTV Room

Code: ANCMF-AU-TH-CR-03 • Facility: Transportation Hub • 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 spot clean any stains.
- Empty rubbish bins and replace liners.
- Clean and sanitise windows and glass surfaces.
- Wipe down and sanitise all equipment and control panels.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used appropriately.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, ensuring sufficient contact time as per product instructions.
4. Vacuum the carpet thoroughly, paying special attention to corners and under desks.
5. Spot clean any visible stains on the carpet using a suitable carpet cleaner.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks are left.
8. Wipe down all equipment and control panels with a damp cloth and sanitise.
9. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths (colour-coded)
- Approved disinfectant
- Vacuum cleaner
- Carpet spot cleaner
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges, high-touch areas are sanitised with no residue, carpets are spotless and odour-free, bins are empty and clean, glass surfaces are streak-free.
Good	Minor dust on non-essential surfaces, high-touch areas sanitised, minor carpet stains, bins emptied but not cleaned, glass surfaces mostly streak-free.
Pass	Visible dust on surfaces, high-touch areas partially sanitised, noticeable carpet stains, bins emptied but with minor odours, glass surfaces with some streaks.
Fail	Significant dust accumulation, high-touch areas not sanitised, large carpet stains, bins full or with strong odours, glass surfaces with significant streaks.