

HVAC Room

Code: ANCMF-AU-TH-HR-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise high-touch surfaces such as door handles and control panels.
- Vacuum floors to remove dust and debris.
- Mop floors with appropriate cleaning solution to remove stains and spills.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as per cleaning schedule.
- Wipe down walls and ceilings to remove dust and cobwebs.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free of dust.
3. Sanitise high-touch areas using an approved disinfectant.
4. Vacuum floors using a HEPA-filter vacuum cleaner to capture fine particles.
5. Mop floors with a neutral pH cleaner to maintain surface integrity.
6. Dispose of rubbish in designated bins and replace liners.
7. Wipe down walls and ceilings with a damp microfibre cloth.

Equipment

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|----------------------------------|-------------------------|------------------|
| • Colour-coded microfibre cloths | • Approved disinfectant | • Mop and bucket |
| • HEPA-filter vacuum cleaner | • Dusting tools | |
| • Neutral pH floor cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust, debris, or stains. High-touch areas are sanitised and free of smudges. Floors are spotless and dry. Air filters are clean and free of obstructions.
Good	Minor dust or smudges on less than 5% of surfaces. High-touch areas are mostly sanitised. Floors have minimal marks. Air filters show slight dust accumulation.
Pass	Noticeable dust on up to 10% of surfaces. High-touch areas are partially sanitised. Floors have visible marks. Air filters require cleaning.
Fail	Significant dust or debris on more than 10% of surfaces. High-touch areas are not sanitised. Floors are dirty or sticky. Air filters are clogged.