

Monitoring Room

Code: ANCMF-AU-TH-MR-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including desks, monitors, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and keyboards.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with a neutral detergent.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure air vents are free from dust and debris.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Apply a disinfectant solution to high-touch areas and allow it to dwell for the recommended time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum carpeted areas, focusing on corners and under furniture.
4. Mop hard floors using a mop and bucket system with a neutral pH detergent, ensuring no excess water remains.
5. Empty rubbish bins, replace liners, and sanitise the bin exterior.
6. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.
7. Inspect air vents and use a vacuum or duster to remove any accumulated dust.

Equipment

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|-----------------------------------|------------------------|-----------------|
| • Microfibre cloths | • Mop and bucket | • Glass cleaner |
| • Disinfectant solution | • Neutral pH detergent | • Squeegee |
| • Vacuum cleaner with HEPA filter | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no stains; bins are empty and sanitised; windows and glass surfaces are streak-free; air vents are clean.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; floors have minimal stains; bins are emptied but not sanitised; windows have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible stains; bins are emptied but not sanitised; windows have visible streaks; air vents have visible dust.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with multiple stains; bins are full or not emptied; windows are dirty with multiple streaks; air vents are clogged with dust.