

Radar Room

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

Scope of Work

- Dust all surfaces including equipment, consoles, and furniture.
- Sanitise high-touch areas such as door handles, light switches, and control panels.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure air vents and filters are free from dust and debris.

Method

1. Begin by dusting all surfaces using microfibre cloths to capture dust effectively.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a neutral pH cleaner, using a two-bucket system to separate clean and dirty water.
5. Empty rubbish bins, ensuring waste is disposed of according to local regulations, and replace liners.
6. Clean glass surfaces with a streak-free glass cleaner, using a squeegee for large areas.
7. Inspect and clean air vents and filters, ensuring they are free from dust and obstructions.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Approved disinfectants
- Rubbish bin liners
- Glass cleaner and squeegee
- Dusting tools for vents

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no residue. Carpets are free from stains and debris. Hard floors are spotless with no streaks. Rubbish bins are empty and clean. Glass surfaces are crystal clear. Air vents are dust-free.
Good	Most surfaces are clean with minimal dust. High-touch areas are sanitised with slight residue. Carpets have minor debris. Hard floors have minor streaks. Rubbish bins are empty but not fully clean. Glass surfaces have minor smudges. Air vents have minimal dust.
Pass	Surfaces have visible dust. High-touch areas are partially sanitised. Carpets have visible debris. Hard floors have visible streaks. Rubbish bins are not fully emptied. Glass surfaces have visible smudges. Air vents have visible dust.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Carpets are dirty with stains. Hard floors are dirty with streaks. Rubbish bins are full. Glass surfaces are dirty. Air vents are clogged with dust.