

Security Office

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum 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 mirrors.
- Wipe down and sanitise office chairs and other furniture.
- Ensure air vents and ducts 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 to air dry for maximum efficacy.
3. Use a vacuum cleaner with a HEPA filter to clean carpeted areas, ensuring all corners and edges are reached.
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. Use a glass cleaner and a lint-free cloth to clean glass surfaces, ensuring no streaks remain.
7. Wipe down office chairs with a damp cloth and sanitise using an appropriate cleaner.
8. Inspect air vents and ducts, using a vacuum attachment to remove dust and debris.

Equipment

- Microfibre cloths
- Disinfectant solution
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Rubbish bin liners
- Glass cleaner
- Lint-free cloths
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no residue; carpets are spotless and free from debris; hard floors are clean with no streaks; bins are empty and clean; glass surfaces are crystal clear; air vents are dust-free.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; carpets have minimal debris; hard floors have slight streaks; bins are emptied but may have minor residue; glass surfaces have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; carpets have visible debris; hard floors are streaky; bins are not emptied; glass surfaces have visible streaks; air vents have visible dust.
Fail	Surfaces are dusty; high-touch areas are not sanitised; carpets are dirty; hard floors are dirty; bins are overflowing; glass surfaces are dirty; air vents are clogged with dust.