

Weather Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass partitions.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using microfibre cloths to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Vacuum carpets and mats using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean windows and glass partitions with a streak-free glass cleaner.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Disinfectant spray
- Neutral pH floor cleaner
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; windows and glass are crystal clear; no odours present.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; windows and glass have minor smudges; faint odours may be present.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible streaks; windows and glass have visible smudges; noticeable odours present.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors are dirty with streaks; windows and glass are dirty; strong odours present.