

## Training Room

Code: ANCMF-AU-CO-TR-02 • Facility: Commercial Office • Frequency: daily

### Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a suitable cleaning solution.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and other presentation equipment.
- Ensure windows and glass surfaces are free from smudges and fingerprints.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for the floor type.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective sanitisation.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean whiteboards with a suitable cleaner, ensuring all marks are removed.
8. Polish windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.

### Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                        |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; floors are spotless with no stains; high-touch areas are sanitised and free from smudges; bins are empty and odour-free; windows and glass surfaces are streak-free. |
| <b>Good</b>       | Minor dust on less accessible surfaces; floors have minimal stains; high-touch areas are mostly clean; bins are empty but may have slight odour; windows and glass surfaces have minor streaks.                 |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible stains; high-touch areas are somewhat clean; bins are not overflowing but have noticeable odour; windows and glass surfaces have visible streaks.              |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with multiple stains; high-touch areas are visibly dirty; bins are overflowing and have strong odour; windows and glass surfaces are dirty with numerous streaks.     |