

## Emergency Exit

Code: ANCMF-AU-GB-EE-01 • Facility: Government Building • Frequency: daily

### Scope of Work

- Dust all surfaces, including ledges and signage.
- Wipe down walls and doors to remove marks and fingerprints.
- Sanitise handrails and door handles.
- Vacuum carpeted areas and mop hard floors.
- Ensure rubbish bins are emptied and clean.
- Check and clean light fixtures for dust and cobwebs.
- Ensure emergency exit signs are clean and visible.

### Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to ensure all surfaces are free of dust.
3. Wipe down walls and doors with a damp microfibre cloth and appropriate cleaning solution.
4. Sanitise handrails and door handles using a disinfectant spray.
5. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
6. Mop hard floors with a neutral pH floor cleaner.
7. Empty rubbish bins and replace liners as needed.
8. Clean light fixtures with a damp cloth to remove dust and cobwebs.
9. Ensure emergency exit signs are wiped clean and unobstructed.

### Equipment

- Colour-coded microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray
- Dusting tools
- Mop and bucket
- Rubbish bin liners

### Quality Criteria

Performance Level	Criteria
<b>Excellent</b>	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; emergency signs are clearly visible and clean.
<b>Good</b>	Minor dust on high surfaces; floors are clean with minimal streaks; no strong odours; emergency signs are visible and mostly clean.
<b>Pass</b>	Noticeable dust on surfaces; floors have visible streaks; faint odours present; emergency signs are visible but dusty.
<b>Fail</b>	Significant dust and marks on surfaces; floors are dirty or wet; strong odours present; emergency signs are obstructed or dirty.