

Accessible Toilets

Code: ANCMF-AU-CO-AT-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Thorough cleaning and sanitising of all toilet fixtures including toilet bowls, seats, and lids.
- Cleaning and polishing of mirrors and taps.
- Sanitising of all touchpoints including door handles, light switches, and grab rails.
- Emptying and sanitising rubbish bins.
- Refilling of soap dispensers and toilet paper holders.
- Dusting and wiping of all surfaces including shelves and dispensers.
- Mopping of floors using appropriate cleaning solutions.
- Ensuring all consumables are restocked and in working order.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Wear appropriate personal protective equipment (PPE) including gloves and masks.
3. Begin by emptying rubbish bins and replacing liners.
4. Apply cleaning solution to toilet bowls, seats, and lids, scrub, and rinse thoroughly.
5. Wipe down and sanitise all touchpoints and surfaces using colour-coded cloths.
6. Clean mirrors and taps with glass cleaner and polish to a streak-free finish.
7. Mop floors with a disinfectant solution, ensuring no residue is left.
8. Check and restock all consumables including soap, toilet paper, and hand towels.
9. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Colour-coded cleaning cloths
- Cleaning trolley
- Disinfectant and cleaning solutions
- Glass cleaner
- Mop and bucket
- Personal protective equipment (PPE)
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no streaks on mirrors, no odours present, all consumables fully stocked, and no rubbish present.
Good	Minor streaks on mirrors, all surfaces clean and sanitised, no odours, consumables mostly stocked, and rubbish bins emptied.
Pass	Surfaces are generally clean, minor odours present, consumables available but not fully stocked, minor rubbish present.
Fail	Visible dirt or grime on surfaces, strong odours present, consumables not stocked, rubbish bins overflowing.