

Break Room

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

Scope of Work

- Dust all horizontal surfaces including tables, countertops, and shelves.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and appliance handles.
- Clean and sanitise kitchen appliances including microwave, fridge exterior, and kettle.
- Empty rubbish bins and replace liners.
- Vacuum and mop floors using appropriate cleaning solutions.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.
- Check and refill consumables such as hand soap and paper towels.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces using a microfibre cloth.
3. Wipe and sanitise high-touch surfaces with a disinfectant solution.
4. Clean kitchen appliances with appropriate cleaning agents, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Vacuum floors to remove debris and dust.
7. Mop floors using a neutral pH cleaner suitable for the floor type.
8. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are sanitised.
9. Refill consumables and ensure dispensers are functioning correctly.

Equipment

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|------------------------------------|---------------------------------|---|
| • Cleaning trolley | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Microfibre cloths (colour-coded) | • Vacuum cleaner | • Non-abrasive cleaner for sinks and taps |
| • Disinfectant solution | • Mop and bucket (colour-coded) | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and smudges. No odours present. Floors are spotless and streak-free. All consumables are fully stocked.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. Floors are clean with minimal streaks. Consumables are adequately stocked.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Floors are generally clean but may have visible streaks. Consumables are low but available.
Fail	Surfaces are visibly dirty with dust and smudges. Strong odours present. Floors are dirty or sticky. Consumables are depleted or missing.