

## Corridor

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

### Scope of Work

- Dusting of all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Cleaning and sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Emptying and sanitising of rubbish bins.
- Inspection and removal of any visible cobwebs or debris.

### Method

1. Prepare the cleaning trolley with all necessary supplies and ensure colour-coded cleaning cloths are used to prevent cross-contamination.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the surface.
5. Sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for efficacy.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

### Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Cleaning trolley
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and odour-free. |
| <b>Good</b>       | Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty with slight odour.          |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible streaks; high-touch surfaces have some smudges; rubbish bins are not overflowing but have noticeable odour.                |
| <b>Fail</b>       | Significant dust accumulation; floors are dirty with visible debris; high-touch surfaces are unsanitised; rubbish bins are overflowing and malodorous.                      |