

Dining Area

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

Scope of Work

- Dusting of all horizontal surfaces including tables, chairs, and counters.
- Sanitising of all dining tables and chairs.
- Mopping of hard floors with appropriate cleaning solution.
- Vacuuming of carpeted areas.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of high-touch areas such as door handles and light switches.
- Spot cleaning of walls and partitions.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used for different areas.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise tables and chairs with a disinfectant solution, ensuring all surfaces are wiped thoroughly.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors using a neutral pH floor cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean high-touch areas with a disinfectant wipe, ensuring complete coverage.
8. Spot clean walls and partitions with a suitable cleaning agent.
9. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No odours present. Floors are spotless and dry. High-touch areas are sanitised and free from fingerprints. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust or smudges. No strong odours present. Floors are clean with minor spots. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Floors are generally clean but may have visible spots. High-touch areas are partially sanitised. Rubbish bins are emptied but not sanitised.
Fail	Surfaces are visibly dirty with dust and smudges. Strong odours present. Floors are dirty or wet. High-touch areas are not sanitised. Rubbish bins are full or not emptied.