

## Elevator

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

### Scope of Work

- Dust and wipe all interior surfaces including walls, doors, and control panels.
- Sanitise control panels and handrails using appropriate disinfectants.
- Vacuum and mop the lift floor, ensuring no debris is left behind.
- Clean and polish mirrors and any reflective surfaces to remove fingerprints and smudges.
- Empty and clean any rubbish bins located within the lift.
- Inspect and clean lift tracks and thresholds to prevent dirt accumulation.
- Remove any unpleasant odours using approved air fresheners.

### Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different surfaces.
2. Begin by dusting and wiping down all surfaces from top to bottom to prevent re-soiling.
3. Sanitise high-touch areas such as buttons and handrails with a disinfectant spray and cloth.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor with a neutral cleaner, ensuring it is dry before use.
6. Polish mirrors and reflective surfaces using a glass cleaner and microfibre cloth.
7. Dispose of rubbish and replace bin liners as needed.
8. Finish by spraying a light mist of air freshener to maintain a pleasant environment.

### Equipment

- Cleaning trolley with colour-coded cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant spray
- Glass cleaner
- Microfibre cloths
- Air freshener
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                           |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are spotless with no visible dust or smudges; mirrors are crystal clear; no odours present; floor is immaculate with no debris; high-touch areas are fully sanitised. |
| <b>Good</b>       | Minor dust or smudges on surfaces; mirrors mostly clear; faint odours may be present; floor is clean with minimal debris; high-touch areas are mostly sanitised.                   |
| <b>Pass</b>       | Noticeable dust or smudges on surfaces; mirrors have visible marks; mild odours present; floor has some debris; high-touch areas are partially sanitised.                          |
| <b>Fail</b>       | Significant dust or smudges on surfaces; mirrors are dirty; strong odours present; floor is dirty with visible debris; high-touch areas are not sanitised.                         |