

Emergency Stairwell

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

Scope of Work

- Dust all horizontal and vertical surfaces, including handrails, skirting boards, and ledges.
- Sanitise handrails and high-touch areas to minimise the risk of infection.
- Vacuum carpeted areas and remove debris from non-carpeted surfaces.
- Mop non-carpeted floors with appropriate cleaning solution.
- Remove rubbish and replace bin liners.
- Inspect and clean light fixtures and remove cobwebs.
- Ensure emergency signage is clean and visible.

Method

1. Prepare the area by placing safety signs at entry points.
2. Dust all surfaces using a microfibre cloth and extendable duster for high areas.
3. Sanitise handrails and high-touch areas with a disinfectant solution.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
5. Mop non-carpeted floors with a neutral pH floor cleaner.
6. Empty rubbish bins and replace liners, ensuring proper waste segregation.
7. Clean light fixtures with a damp cloth and remove any cobwebs.
8. Check emergency signage for cleanliness and visibility.
9. Remove safety signs once the area is dry and safe.

Equipment

- Microfibre cloths
- Extendable duster
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Mop and bucket
- Rubbish bin liners
- Safety signs

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; handrails are sanitised and free of smudges; floors are spotless with no debris; rubbish bins are empty with fresh liners; light fixtures are clean and operational; emergency signage is pristine and clearly visible.
Good	Minor dust on high surfaces; handrails are sanitised but may have slight smudges; floors are clean with minimal debris; rubbish bins are empty with fresh liners; light fixtures are clean; emergency signage is visible.
Pass	Noticeable dust on surfaces; handrails are sanitised but visibly smudged; floors have some debris; rubbish bins are not overflowing; light fixtures are mostly clean; emergency signage is visible but not pristine.
Fail	Heavy dust accumulation; handrails are unsanitised; floors are dirty with visible debris; rubbish bins are overflowing; light fixtures are dirty; emergency signage is obscured or dirty.