

Foyer

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

Scope of Work

- Dust all surfaces including furniture, ledges, and decorative items.
- Vacuum all carpeted areas and entrance mats.
- Mop hard floors using appropriate cleaning solutions.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and lift buttons.
- Clean and polish glass surfaces including doors and windows.
- Empty rubbish bins and replace liners.
- Ensure all signage and information displays are clean and free from smudges.
- Check for and remove any cobwebs from ceilings and corners.
- Ensure the area is free from unpleasant odours.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and entrance mats thoroughly, paying special attention to high-traffic areas.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Wipe and sanitise high-touch surfaces with a disinfectant solution.
6. Clean glass surfaces using a glass cleaner and a lint-free cloth for a streak-free finish.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Inspect the area for any cobwebs and remove them using an extendable duster.
9. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

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|------------------------------------|----------------------------|---------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloths |
| • Vacuum cleaner | • Disinfectant solution | • Extendable duster |
| • Mop and bucket | • Glass cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of dust. Floors are immaculate with no streaks or residue. Glass surfaces are crystal clear. No odours present. Bins are empty and clean.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal streaks. Glass surfaces have minor smudges. No noticeable odours. Bins are empty but may have minor marks.
Pass	Visible dust on multiple surfaces. Floors have noticeable streaks. Glass surfaces have visible smudges. Mild odours present. Bins are not emptied or have visible dirt.
Fail	Significant dust accumulation. Floors are dirty with visible residue. Glass surfaces are heavily smudged. Strong odours present. Bins are overflowing or very dirty.