

Hallway

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

Scope of Work

- Dust all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuum carpeted areas thoroughly, ensuring no debris is left behind.
- Mop hard floor surfaces using a suitable cleaning solution.
- Wipe down walls and doors to remove marks and fingerprints.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust particles.
4. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for the floor type.
5. Wipe walls and doors with a damp cloth, focusing on removing visible marks.
6. Sanitise high-touch areas with an appropriate disinfectant, allowing sufficient contact time as per product instructions.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks, floors are spotless with no visible debris, high-touch areas are sanitised, and bins are empty and odour-free.
Good	Minor dust on high surfaces, floors are clean with minimal debris, high-touch areas mostly sanitised, bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces, some debris on floors, high-touch areas partially sanitised, bins not emptied or have noticeable odour.
Fail	Significant dust and marks on surfaces, floors have visible debris, high-touch areas not sanitised, bins overflowing or with strong odour.