

Janitor's Closet

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces including door handles and light switches.
- Organise and clean the trolley, ensuring all cleaning supplies are stored correctly and safely.
- Empty and clean rubbish bins, ensuring no residual odours.
- Mop the floor with appropriate cleaning solution to remove any spills or stains.
- Check and refill hand sanitiser and soap dispensers.
- Ensure all cleaning chemicals are stored in compliance with safety standards.

Method

1. Begin by removing all items from shelves and dusting thoroughly.
2. Wipe down all surfaces with a sanitising solution, focusing on high-touch areas.
3. Organise cleaning supplies on the trolley, ensuring items are easily accessible and correctly labelled.
4. Empty rubbish bins and replace liners, then clean the bins with a disinfectant.
5. Mop the floor using a colour-coded mop and appropriate cleaning solution.
6. Check all dispensers and refill as necessary.
7. Inspect the storage of chemicals, ensuring compliance with safety data sheets (SDS).

Equipment

- Microfibre cloths
- Colour-coded mop and bucket
- Hand sanitiser and soap refills
- Sanitising solution
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; no odours present; supplies are neatly organised and labelled; floor is spotless with no visible stains; bins are clean and odour-free.
Good	Minor dust on high shelves; no strong odours; supplies are mostly organised; floor has minor marks; bins are clean but may have slight odour.
Pass	Noticeable dust on surfaces; mild odours present; supplies are somewhat disorganised; floor has visible stains; bins are not entirely clean.
Fail	Heavy dust accumulation; strong odours; supplies are disorganised and improperly stored; floor is dirty with multiple stains; bins are dirty and odorous.