

Lift Lobby

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

Scope of Work

- Dust all horizontal surfaces including ledges, skirting boards, and furniture.
- Sanitise all high-touch surfaces such as lift buttons, door handles, and handrails.
- Vacuum carpeted areas and spot clean any stains.
- Mop hard floor surfaces using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean glass surfaces and mirrors to remove fingerprints and smudges.
- Ensure all signage is clean and legible.
- Check for and remove any cobwebs from corners and ceilings.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different surfaces.
2. Begin by dusting all horizontal surfaces using a microfibre cloth.
3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
4. Vacuum carpeted areas thoroughly, focusing on corners and edges.
5. Mop hard floors using a neutral pH cleaner, ensuring no excess water is left on the surface.
6. Empty rubbish bins, clean the interior and exterior, and replace liners.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Inspect the area for any remaining debris or dirt and address as needed.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Cleaning trolley
- Vacuum cleaner with HEPA filter
- Glass cleaner
- Mop and bucket with wringer
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. High-touch areas are sanitised and free from fingerprints. Floors are spotless with no debris or water marks. Rubbish bins are empty and clean. Glass surfaces are streak-free.
Good	Minor dust or smudges on less visible surfaces. High-touch areas are mostly clean with minimal fingerprints. Floors are clean with slight marks. Rubbish bins are empty but may have minor residue. Glass surfaces have slight streaks.
Pass	Noticeable dust or smudges on surfaces. High-touch areas have visible fingerprints. Floors have visible marks or debris. Rubbish bins are not overflowing but have visible residue. Glass surfaces have visible streaks.
Fail	Significant dust, stains, or smudges on surfaces. High-touch areas are visibly dirty. Floors have significant debris or water marks. Rubbish bins are overflowing or dirty. Glass surfaces are heavily streaked.