

Stairwell

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

Scope of Work

- Dust all horizontal surfaces including handrails, ledges, and skirting boards.
- Vacuum all carpeted areas and mats.
- Mop all hard floor surfaces using a damp mop and appropriate cleaning solution.
- Sanitise handrails and high-touch areas using a suitable disinfectant.
- Remove any visible rubbish and debris from the stairwell area.
- Spot clean walls and doors to remove marks and stains.
- Ensure all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded cleaning systems.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the top of the stairwell and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors with a damp mop, using a neutral pH cleaner to prevent damage to surfaces.
5. Sanitise handrails and high-touch areas with a disinfectant, ensuring contact time as per manufacturer's instructions.
6. Collect and dispose of rubbish in the designated rubbish bin.
7. Spot clean walls and doors with a suitable cleaning agent to remove any marks or stains.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Damp mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Colour-coded cleaning trolley
- Rubbish bags

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. Handrails are sanitised and free of smudges. Floors are spotless with no visible debris. No odours present.
Good	Most surfaces are clean with minimal dust or marks. Handrails are sanitised but may have minor smudges. Floors are clean with minor debris in corners. No strong odours present.
Pass	Surfaces have some dust or marks. Handrails are sanitised but visibly smudged. Floors have visible debris in some areas. Mild odours may be present.
Fail	Surfaces are dusty or marked. Handrails are not sanitised and have visible smudges. Floors have significant debris. Strong odours are present.