

Shared Kitchen

Code: ANCMF-AU-CO-SK-02 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dusting and wiping all surfaces including benchtops, tables, and chairs.
- Sanitising all high-touch areas such as door handles, light switches, and appliance controls.
- Cleaning and sanitising sinks and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising kitchen appliances including microwave, fridge, and dishwasher.
- Mopping floors with appropriate cleaning solution.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth.
2. Wipe down all surfaces with a sanitising solution, paying special attention to high-touch areas.
3. Clean the sink and taps using a non-abrasive cleaner and sanitise thoroughly.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Clean kitchen appliances inside and out, ensuring no food residue remains.
6. Mop the floor using a mop and bucket with a suitable floor cleaner, ensuring no streaks or residue are left.
7. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

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| • Microfibre cloths | • Non-abrasive cleaner | • Colour-coded cleaning cloths and mops |
| • Sanitising solution | • Mop and bucket | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No odours present. High-touch areas are sanitised and free from fingerprints. Floors are spotless with no streaks. Appliances are clean inside and out.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. High-touch areas are mostly sanitised. Floors have minor streaks. Appliances are mostly clean.
Pass	Surfaces have visible dust and smudges. Mild odours present. High-touch areas are partially sanitised. Floors have visible streaks. Appliances have some residue.
Fail	Surfaces are dirty with significant dust and smudges. Strong odours present. High-touch areas are not sanitised. Floors are dirty with significant streaks. Appliances are dirty with food residue.