

Wellness Room

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

Scope of Work

- Dust all surfaces including tables, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and tap handles.
- Vacuum carpets and rugs to remove dust and debris.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and sanitise any wellness equipment present.
- Ensure windows and glass surfaces are free from smudges and fingerprints.
- Check and refill any hygiene supplies such as hand sanitiser dispensers.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
4. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
5. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean wellness equipment with a suitable disinfectant, ensuring all surfaces are covered.
8. Clean windows and glass surfaces with a glass cleaner and a lint-free cloth.
9. Check hygiene supplies and refill as necessary.

Equipment

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|------------------------------------|----------------------|---------------------------------------|
| • Microfibre cloths (colour-coded) | • Mop and bucket | • Cleaning trolley |
| • Disinfectant spray | • Glass cleaner | • Personal protective equipment (PPE) |
| • Vacuum cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. High-touch areas are sanitised and free from smudges. Floors are spotless with no debris. Rubbish bins are empty and clean. Windows and glass surfaces are streak-free. Hygiene supplies are fully stocked.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors are clean with minor debris. Rubbish bins are emptied. Windows and glass surfaces have minor streaks. Hygiene supplies are mostly stocked.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible debris. Rubbish bins are not overflowing. Windows and glass surfaces have noticeable streaks. Hygiene supplies are low but available.
Fail	Surfaces are dusty and marked. High-touch areas are not sanitised. Floors are dirty with significant debris. Rubbish bins are full. Windows and glass surfaces are dirty. Hygiene supplies are depleted.