

Dining Hall

Code: ANCMF-AU-EF-DH-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including tables, chairs, and window sills.
- Sanitising of tables and chairs after each meal service.
- Mopping of floors with appropriate cleaning solution.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of high-touch areas such as door handles and light switches.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning equipment is maintained and stored correctly.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise tables and chairs using a food-safe sanitiser, ensuring all surfaces are thoroughly wiped.
3. Prepare a mop bucket with a neutral pH cleaning solution and mop the entire floor area, paying special attention to corners and under furniture.
4. Empty rubbish bins, replace liners, and sanitise the bin surfaces with a disinfectant spray.
5. Use a disinfectant wipe to clean high-touch areas, ensuring all surfaces are visibly clean and free from smudges.
6. Spot clean walls and doors using a damp cloth and a mild detergent to remove any visible marks.
7. Inspect all cleaning equipment, ensuring it is clean and stored in the designated area on the trolley.

Equipment

- Microfibre cloths
- Food-safe sanitiser
- Mop and bucket with neutral pH cleaning solution
- Disinfectant wipes
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, debris, and smudges. Floors are spotless with no visible marks. Rubbish bins are empty and sanitised. High-touch areas are disinfected and free from fingerprints.
Good	Surfaces are mostly clean with minimal dust or debris. Floors have minor marks but are generally clean. Rubbish bins are emptied and mostly sanitised. High-touch areas are mostly clean with few fingerprints.
Pass	Surfaces have some dust or debris. Floors have visible marks. Rubbish bins are emptied but not fully sanitised. High-touch areas have visible fingerprints.
Fail	Surfaces are dusty or dirty. Floors have significant marks or stains. Rubbish bins are full or not sanitised. High-touch areas are visibly dirty with fingerprints.