

Entrance Hall

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

Scope of Work

- Dusting of all horizontal surfaces including ledges, window sills, and furniture.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Cleaning and sanitising of door handles, push plates, and other high-touch areas.
- Emptying and sanitising rubbish bins and replacing liners.
- Spot cleaning of walls, doors, and glass surfaces to remove marks and fingerprints.
- Ensuring entrance mats are clean and free of debris.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas and mats using a HEPA-filter vacuum cleaner to ensure air quality standards are met.
3. Mop hard floor surfaces with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant solution to wipe down door handles, push plates, and other high-touch areas.
5. Empty rubbish bins, replace liners, and sanitise the bin interior with a disinfectant spray.
6. Spot clean walls, doors, and glass surfaces using a glass cleaner and microfibre cloth.
7. Inspect entrance mats, shake out debris, and vacuum if necessary.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; entrance mats are clean and well-positioned.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are emptied with slight odour; entrance mats are mostly clean.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; rubbish bins are emptied but have noticeable odour; entrance mats have visible debris.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are unsanitised; rubbish bins are full and odorous; entrance mats are dirty and misplaced.