

Foyer

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

Scope of Work

- Dust all surfaces including furniture, fixtures, and fittings.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and reception counters.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces including doors and windows.
- Ensure all entrance mats are clean and free of debris.
- Check and remove any cobwebs from ceilings and corners.
- Ensure the area is free from unpleasant odours.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum all carpeted areas and mats thoroughly, ensuring edges and corners are reached.
3. Mop hard floors with a neutral pH cleaner, using a colour-coded mop system to prevent cross-contamination.
4. Wipe and sanitise high-touch surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks remain.
7. Inspect entrance mats, vacuum or shake out debris, and reposition correctly.
8. Remove cobwebs using an extendable duster.
9. Use an air freshener if necessary to maintain a pleasant environment.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket with colour-coded system
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Extendable duster
- Air freshener

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of dust. Floors are immaculate with no visible dirt or streaks. Glass surfaces are crystal clear. No odours present. Bins are empty and sanitised.
Good	Minor dust on surfaces. Floors are clean with minimal streaks. Glass surfaces have minor smudges. No strong odours. Bins are empty but not sanitised.
Pass	Visible dust on some surfaces. Floors have visible dirt or streaks. Glass surfaces have noticeable smudges. Mild odours present. Bins are not overflowing but not sanitised.
Fail	Heavy dust accumulation. Floors are dirty with significant streaks. Glass surfaces are unclear. Strong odours present. Bins are overflowing and unsanitised.