

Break Room

Code: ANCMF-AU-GB-BR-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and countertops.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchen appliances including microwave, refrigerator, and kettle.
- Vacuum and mop floors using appropriate cleaning solutions.
- Clean and polish sinks and taps to remove water spots and stains.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest surfaces and working downwards.
3. Wipe and sanitise high-touch areas with a disinfectant solution, ensuring thorough coverage.
4. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
5. Clean kitchen appliances with appropriate cleaning agents, ensuring no residue is left behind.
6. Vacuum the floor to remove debris, then mop using a neutral pH floor cleaner.
7. Polish sinks and taps using a non-abrasive cleaner to achieve a streak-free finish.

Equipment

- Cleaning trolley
- Microfibre cloths (colour-coded)
- Disinfectant solution
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Non-abrasive sink and tap cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and smudges. High-touch areas are sanitised and free of fingerprints. Floors are spotless and free of debris. No unpleasant odours are present. Rubbish bins are empty and clean.
Good	Most surfaces are clean with minimal dust or smudges. High-touch areas are mostly sanitised with few fingerprints. Floors are clean with minor debris. No strong odours present. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have some dust and smudges. High-touch areas have some fingerprints. Floors have visible debris. Mild odours may be present. Rubbish bins are not overflowing but have visible residue.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised and have many fingerprints. Floors are dirty with significant debris. Unpleasant odours are present. Rubbish bins are overflowing or dirty.