

Cafeteria

Code: ANCMF-AU-GB-C-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting and wiping of all surfaces including tables, chairs, and counters.
- Sanitising of food preparation and serving areas.
- Vacuuming and mopping of floors.
- Cleaning and sanitising of rubbish bins and disposal areas.
- Cleaning of windows and glass surfaces.
- Restocking of hand sanitiser and soap dispensers.
- Ensuring all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by removing all rubbish and debris from the area and emptying rubbish bins.
2. Dust all surfaces using a microfibre cloth, ensuring to reach corners and edges.
3. Wipe down all surfaces with a sanitising solution, focusing on high-touch areas such as tables, chairs, and counters.
4. Vacuum the floor thoroughly, paying attention to corners and under furniture.
5. Mop the floor using a neutral detergent, ensuring the floor is left dry to prevent slips.
6. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks are left.
7. Restock hand sanitiser and soap dispensers as needed.

Equipment

- Microfibre cloths
- Sanitising solutions
- Vacuum cleaner
- Mop and bucket
- Glass cleaner
- Colour-coded cleaning cloths and mops
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks. Floors are clean and dry with no debris. Rubbish bins are empty and sanitised. Windows are streak-free. Hand sanitiser and soap dispensers are fully stocked.
Good	Minor dust or marks on surfaces. Floors are mostly clean with minimal debris. Rubbish bins are empty but not sanitised. Windows have minor streaks. Hand sanitiser and soap dispensers are mostly stocked.
Pass	Noticeable dust or marks on surfaces. Floors have visible debris. Rubbish bins are not emptied. Windows have visible streaks. Hand sanitiser and soap dispensers are partially stocked.
Fail	Significant dust or marks on surfaces. Floors are dirty with significant debris. Rubbish bins are overflowing. Windows are dirty with significant streaks. Hand sanitiser and soap dispensers are empty.