

Change Room

Code: ANCMF-AU-GB-CR-07 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including benches, lockers, and shelves.
- Sanitise all high-touch areas such as door handles, taps, and lockers.
- Clean and sanitise all toilet facilities, ensuring all fixtures are free from stains and odours.
- Mop floors with a disinfectant solution, ensuring no streaks or residue remain.
- Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
- Check and refill soap dispensers and paper towel holders.
- Ensure mirrors are streak-free and polished.
- Inspect and clean ventilation grilles to prevent dust accumulation.

Method

1. Prepare cleaning trolley with all necessary supplies, ensuring colour-coded cleaning system is adhered to.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Apply sanitiser to high-touch areas and allow appropriate dwell time before wiping clean.
4. Clean toilets using a toilet brush and appropriate cleaning solution, ensuring all surfaces are scrubbed and sanitised.
5. Mop floors using a two-bucket system to prevent cross-contamination, ensuring the floor is left dry and safe.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Refill soap dispensers and paper towel holders as needed.
8. Polish mirrors using glass cleaner and a lint-free cloth.
9. Inspect ventilation grilles and clean with a vacuum or damp cloth as necessary.

Equipment

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| • Microfibre cloths | • Toilet brush | • Rubbish bin liners |
| • Colour-coded cleaning cloths and mops | • Two-bucket mopping system | • Glass cleaner |
| • Disinfectant and sanitising solutions | • Cleaning trolley | • Vacuum cleaner |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, high-touch areas are sanitised, no odours present, floors are streak-free, bins are empty and clean, all dispensers are full, mirrors are crystal clear, and ventilation grilles are dust-free.
Good	Minor dust on high surfaces, high-touch areas mostly sanitised, faint odours present, minor streaks on floors, bins are empty but not sanitised, dispensers mostly full, mirrors have minor streaks, ventilation grilles have minor dust.
Pass	Visible dust on surfaces, high-touch areas partially sanitised, noticeable odours, visible streaks on floors, bins not emptied, dispensers partially filled, mirrors have visible streaks, ventilation grilles dusty.
Fail	Heavy dust accumulation, high-touch areas not sanitised, strong odours present, floors are dirty and slippery, bins overflowing, dispensers empty, mirrors are dirty, ventilation grilles clogged with dust.