

Fitness Room

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

Scope of Work

- Dust all surfaces including equipment, benches, and windowsills.
- Sanitise all gym equipment, including weights, machines, and mats.
- Vacuum all carpeted areas and mop hard floors.
- Empty and sanitise rubbish bins.
- Clean and polish mirrors and glass surfaces.
- Wipe down and sanitise all touchpoints such as door handles, light switches, and taps.
- Ensure all cleaning supplies are restocked and organised on the trolley.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise gym equipment using a disinfectant spray and cloth, ensuring all surfaces are thoroughly wiped.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce allergens.
4. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
5. Empty rubbish bins and replace liners, then sanitise the bin interior and exterior.
6. Clean mirrors and glass with a glass cleaner, ensuring no streaks remain.
7. Wipe down all touchpoints with a disinfectant wipe, focusing on high-contact areas.
8. Restock cleaning supplies on the trolley, ensuring all items are correctly colour-coded.

Equipment

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|------------------------------|----------------------------|---------------------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning trolley |
| • Disinfectant spray | • Glass cleaner | |
| • HEPA-filter vacuum cleaner | • Disinfectant wipes | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; equipment is fully sanitised with no visible residue; floors are spotless with no debris; bins are empty and odour-free; mirrors and glass are streak-free; all touchpoints are sanitised and dry.
Good	Minor dust on high surfaces; equipment is mostly sanitised with minimal residue; floors have minor debris; bins are empty but may have slight odour; mirrors and glass have minor streaks; most touchpoints are sanitised.
Pass	Noticeable dust on surfaces; equipment has visible residue; floors have visible debris; bins are not emptied; mirrors and glass have visible streaks; some touchpoints are not sanitised.
Fail	Excessive dust on surfaces; equipment is unsanitised; floors are dirty with significant debris; bins are overflowing; mirrors and glass are dirty; touchpoints are unsanitised.