

Lobby

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

Scope of Work

- Dust all surfaces including furniture, ledges, and fixtures.
- Vacuum all carpeted areas and entrance mats.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces such as door handles, lift buttons, and reception counters.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces including doors and windows.
- Ensure all signage is clean and visible.
- Check and restock any necessary supplies such as hand sanitiser dispensers.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
3. Mop hard floors using a colour-coded mop and bucket system, ensuring the correct cleaning solution is used for the floor type.
4. Wipe and sanitise high-touch surfaces with a disinfectant wipe or spray, ensuring full coverage and adequate contact time.
5. Empty rubbish bins, ensuring waste is disposed of according to local regulations, and replace liners.
6. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks are left.
7. Inspect signage for cleanliness and visibility, wiping down as necessary.
8. Check hand sanitiser dispensers and refill as needed, ensuring they are operational.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Disinfectant wipes/spray
- Glass cleaner
- Rubbish bin liners
- Hand sanitiser refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless and dry; glass surfaces are streak-free; no rubbish is visible; all supplies are fully stocked.
Good	Minor dust or marks on surfaces; floors are clean with minimal wet spots; glass surfaces have minor streaks; rubbish bins are empty; most supplies are stocked.
Pass	Noticeable dust or marks on some surfaces; floors have visible dirt or wet spots; glass surfaces have visible streaks; rubbish bins are not overflowing; some supplies are low.
Fail	Significant dust or marks on surfaces; floors are dirty or wet; glass surfaces are heavily streaked; rubbish bins are overflowing; supplies are depleted.