

Lift

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

Scope of Work

- Dust all surfaces including control panels, handrails, and light fixtures.
- Wipe and sanitise control panels, buttons, and handrails using a colour-coded cleaning system.
- Clean and polish mirrors and glass surfaces to remove fingerprints and smudges.
- Vacuum and mop the lift floor, ensuring all corners and edges are clean.
- Empty and clean any rubbish bins inside the lift.
- Check for and remove any unpleasant odours.

Method

1. Prepare the cleaning trolley with appropriate cleaning agents and equipment, ensuring all items are colour-coded according to the cleaning area.
2. Dust all surfaces using a microfibre cloth to capture dust and prevent redistribution.
3. Wipe and sanitise control panels and handrails with a disinfectant solution, ensuring all high-touch areas are thoroughly cleaned.
4. Use a glass cleaner to polish mirrors and glass surfaces, ensuring no streaks or smudges remain.
5. Vacuum the floor using a vacuum cleaner with a HEPA filter, then mop with a neutral pH floor cleaner.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Use an odour neutraliser if necessary to maintain a fresh environment.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- Glass cleaner
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH floor cleaner
- Rubbish bin liners
- Odour neutraliser

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, fingerprints, and smudges. Control panels and handrails are sanitised and free of any visible marks. Mirrors and glass surfaces are streak-free. Floors are spotless with no debris. No odours present.
Good	Minor dust or smudges on surfaces. Control panels and handrails are mostly clean with minimal marks. Mirrors and glass surfaces have minor streaks. Floors are clean with minimal debris. No strong odours present.
Pass	Noticeable dust or smudges on surfaces. Control panels and handrails have visible marks. Mirrors and glass surfaces have visible streaks. Floors have some debris. Mild odours present.
Fail	Significant dust, fingerprints, or smudges on surfaces. Control panels and handrails are dirty. Mirrors and glass surfaces are heavily streaked. Floors are dirty with visible debris. Strong odours present.