

Linen Room

Code: ANCMF-AU-GB-LR-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum all carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored correctly and are easily accessible.
- Check for and report any signs of pest activity.
- Ensure all linen is stored in a clean and organised manner.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Use a colour-coded cleaning system to sanitise high-touch areas, ensuring no cross-contamination.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne dust particles.
4. Mop hard floors with a neutral pH cleaner to maintain floor finish.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Organise cleaning supplies on the trolley for easy access and efficient workflow.
7. Inspect linen storage for cleanliness and organisation, ensuring compliance with storage guidelines.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Cleaning trolley
- Sanitising solution

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or marks; high-touch areas are sanitised and free of smudges; floors are spotless with no debris; bins are empty and odour-free; linen is perfectly organised and stored.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly clean; floors have minor debris; bins are empty but may have slight odour; linen is organised with minor imperfections.
Pass	Noticeable dust on surfaces; high-touch areas have visible smudges; floors have visible debris; bins are not emptied regularly; linen is disorganised but clean.
Fail	Surfaces are dusty and marked; high-touch areas are unsanitised; floors are dirty with significant debris; bins are overflowing; linen is disorganised and dirty.