

Recreation Center

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

Scope of Work

- Dusting of all surfaces, including furniture, fixtures, and equipment.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and handrails.
- Cleaning and sanitising of toilets, sinks, and taps.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and mirrors.
- Spot cleaning of walls and doors to remove marks and stains.
- Restocking of consumables such as toilet paper, hand soap, and paper towels.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low, using a damp microfibre cloth to capture dust effectively.
3. Vacuum all carpeted areas, paying special attention to corners and edges.
4. Mop hard floors using a two-bucket system to ensure clean water is used throughout the process.
5. Sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective germ kill.
6. Clean toilets, sinks, and taps using a bathroom-specific cleaner, ensuring all surfaces are thoroughly rinsed and dried.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
9. Perform spot cleaning on walls and doors as needed to maintain a clean appearance.
10. Restock all consumables, ensuring they are neatly arranged and accessible.

Equipment

- Colour-coded microfibre cloths and mops
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Cleaning trolley
- Disinfectant and cleaning solutions
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, dirt, and smudges; floors are spotless and dry; no odours present; all consumables fully stocked and neatly arranged.
Good	Minor dust or smudges on less than 5% of surfaces; floors are clean with minimal streaks; faint odours may be present; consumables mostly stocked.
Pass	Noticeable dust or smudges on 10% of surfaces; floors have visible streaks or spots; noticeable odours; some consumables missing but available upon request.
Fail	Significant dust or dirt on more than 10% of surfaces; floors are dirty or sticky; strong odours present; consumables are not stocked or available.