

Stairwell

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

Scope of Work

- Dust all surfaces including handrails, skirting boards, and ledges.
- Sanitise handrails and high-touch areas.
- Sweep and mop all stair treads and landings.
- Remove rubbish and debris from stairwell areas.
- Spot clean walls and doors for marks and stains.
- Clean and polish any glass surfaces and windows.
- Inspect and clean light fixtures and remove cobwebs.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the top of the stairwell and working downwards.
2. Sanitise handrails and high-touch areas using a disinfectant solution, ensuring all surfaces are thoroughly wiped.
3. Sweep the entire stairwell, including corners and edges, to remove dust and debris.
4. Mop the stair treads and landings with a neutral pH floor cleaner, ensuring no excess water is left on the surfaces.
5. Collect and dispose of any rubbish in the designated rubbish bins.
6. Spot clean walls and doors using a suitable cleaning agent for marks and stains.
7. Clean and polish glass surfaces with a glass cleaner, ensuring no streaks are left.
8. Inspect light fixtures for dust and cobwebs, cleaning as necessary.

Equipment

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| • Microfibre cloths | • Mop and bucket | • Glass cleaner |
| • Disinfectant solution | • Neutral pH floor cleaner | • Cleaning trolley |
| • Broom and dustpan | • Rubbish bags | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; handrails are sanitised and free of smudges; floors are spotless with no debris; glass surfaces are streak-free; no cobwebs or dust on light fixtures.
Good	Minor dust on surfaces; handrails are mostly clean; floors have minimal debris; glass surfaces have minor streaks; light fixtures are mostly clean.
Pass	Noticeable dust on surfaces; handrails have some smudges; floors have visible debris; glass surfaces have visible streaks; some cobwebs on light fixtures.
Fail	Heavy dust accumulation; handrails are visibly dirty; floors are dirty with debris; glass surfaces are heavily streaked; cobwebs and dust on light fixtures.