

Staff Toilets

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

Scope of Work

- Thorough cleaning and sanitising of all toilet fixtures including bowls, seats, and lids.
- Cleaning and polishing of mirrors and glass surfaces.
- Wiping and sanitising of sinks, taps, and countertops.
- Emptying and sanitising rubbish bins, replacing liners as needed.
- Dusting and wiping of all horizontal surfaces including partitions and ledges.
- Mopping of floors with appropriate cleaning solution.
- Replenishing of toilet paper, soap, and hand towels.
- Checking and reporting any cleaning-related issues to the supervisor.

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 emptying rubbish bins and replacing liners.
3. Apply cleaning solution to toilet bowls, sinks, and taps, allowing dwell time for effective sanitisation.
4. Wipe down mirrors and glass surfaces with a glass cleaner.
5. Dust and wipe all horizontal surfaces, ensuring no dust or debris remains.
6. Mop the floor using a wet mop and appropriate cleaning solution, ensuring no streaks or residue are left.
7. Replenish consumables such as toilet paper, soap, and hand towels.
8. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Cleaning trolley with compartments for supplies.
- Colour-coded cloths and mops.
- Sanitising solutions and disinfectants.
- Glass cleaner.
- Dusting cloths and dusters.
- Wet mop and bucket.
- Personal protective equipment (PPE) including gloves and masks.

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of any marks or streaks. No odours present. Consumables fully stocked. Floors are dry and shiny with no residue.
Good	Minor marks or streaks on surfaces. No strong odours. Consumables mostly stocked. Floors are mostly dry with minimal residue.
Pass	Visible marks or streaks on surfaces. Mild odours present. Consumables low but available. Floors are damp with some residue.
Fail	Significant marks or streaks on surfaces. Strong odours present. Consumables depleted. Floors are wet or sticky with visible residue.