

Aerobics Room

Code: ANCMF-AU-H-AR-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, mirrors, and ledges.
- Sanitise all high-touch areas such as door handles, light switches, and equipment.
- Vacuum all carpeted areas and mats.
- Mop all hard floors with a neutral detergent.
- Empty and sanitise rubbish bins.
- Check and refill hand sanitiser dispensers.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Sanitise high-touch areas with an approved disinfectant, ensuring appropriate contact time for effectiveness.
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. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Check hand sanitiser dispensers and refill as necessary.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Rubbish bin liners
- Approved disinfectant
- Mop and bucket (two-bucket system)
- Hand sanitiser refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no marks or debris. Rubbish bins are empty and sanitised. Hand sanitiser dispensers are full.
Good	Minor dust on high surfaces. High-touch areas are mostly sanitised. Floors have minimal marks. Rubbish bins are empty but not sanitised. Hand sanitiser dispensers are mostly full.
Pass	Noticeable dust on surfaces. High-touch areas are partially sanitised. Floors have visible marks. Rubbish bins are emptied but not sanitised. Hand sanitiser dispensers are low.
Fail	Visible dust and dirt on surfaces. High-touch areas are not sanitised. Floors are dirty with significant marks. Rubbish bins are full or not emptied. Hand sanitiser dispensers are empty.