

Buffet Area

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

Scope of Work

- Dusting all surfaces including tables, chairs, and decorative items.
- Sanitising all food contact surfaces including buffet counters and serving utensils.
- Mopping floors with appropriate cleaning solutions to remove spills and stains.
- Emptying and cleaning rubbish bins, ensuring waste is disposed of according to regulations.
- Cleaning and polishing glass surfaces and mirrors.
- Vacuuming carpeted areas to remove debris and dust.
- Wiping down walls and skirting boards to remove marks and stains.
- Ensuring all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the area by removing any loose debris and organising cleaning supplies on the trolley.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise food contact surfaces with a food-safe sanitiser, allowing appropriate contact time as per manufacturer's instructions.
4. Mop floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and clean the bin with a disinfectant.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.
7. Vacuum carpeted areas thoroughly, paying attention to edges and corners.
8. Wipe down walls and skirting boards with a damp cloth and appropriate cleaner.

Equipment

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|----------------------------|------------------|--------------------------------|
| • Microfibre cloths | • Glass cleaner | • Colour-coded cleaning cloths |
| • Food-safe sanitiser | • Vacuum cleaner | • Rubbish bin liners |
| • Neutral pH floor cleaner | • Mop and bucket | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. Floors are spotless with no residue. Rubbish bins are empty and odour-free. Glass surfaces are streak-free. No visible debris on carpeted areas.
Good	Minor dust or marks on surfaces. Floors are clean with minimal residue. Rubbish bins are empty but may have slight odour. Glass surfaces have minor streaks. Minimal debris on carpeted areas.
Pass	Noticeable dust or marks on surfaces. Floors have visible residue. Rubbish bins are not completely empty or have noticeable odour. Glass surfaces have visible streaks. Noticeable debris on carpeted areas.
Fail	Surfaces are visibly dirty with dust, stains, or marks. Floors are dirty with significant residue. Rubbish bins are full or have strong odour. Glass surfaces are heavily streaked. Significant debris on carpeted areas.