

## Banquet Hall

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

### Scope of Work

- Dusting of all surfaces including tables, chairs, and decorative items.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Cleaning and sanitising of rubbish bins and replacement of liners.
- Polishing of glass surfaces and mirrors to ensure streak-free finish.
- Inspection and cleaning of air vents and grilles to maintain air quality.
- Removal of cobwebs from ceilings and corners.
- Ensuring all cleaning equipment is cleaned and stored correctly after use.

### Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time before wiping clean.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
7. Inspect and clean air vents using a vacuum attachment or damp cloth.
8. Remove cobwebs using an extendable duster.
9. Clean and store all equipment on the trolley, ensuring it is ready for the next use.

### Equipment

- |                                          |                      |                      |
|------------------------------------------|----------------------|----------------------|
| • Microfibre cloths                      | • Disinfectant spray | • Extendable duster  |
| • HEPA-filter vacuum cleaner             | • Glass cleaner      | • Cleaning trolley   |
| • Mop and bucket with neutral pH cleaner | • Lint-free cloths   | • Rubbish bin liners |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                           |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no residue; glass surfaces are streak-free; no odours present; high-touch areas are sanitised and visibly clean. |
| <b>Good</b>       | Minor dust on less accessible surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; no strong odours; high-touch areas are mostly sanitised.         |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible residue; glass surfaces have visible streaks; mild odours present; some high-touch areas missed.                                  |
| <b>Fail</b>       | Significant dust accumulation; floors are dirty with visible stains; glass surfaces are heavily streaked; strong odours present; high-touch areas are not sanitised.               |