

Bar Store

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

Scope of Work

- Dusting all surfaces including shelves, counters, and storage areas.
- Sanitising all high-touch surfaces such as door handles, light switches, and taps.
- Mopping floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Ensuring all cleaning equipment is cleaned and stored correctly after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersal.
2. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth, ensuring all areas are thoroughly wiped.
3. Prepare a mop bucket with a suitable floor cleaning solution, mop the entire floor area, and allow it to air dry.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Clean sinks and taps using a non-abrasive cleaner, rinse thoroughly, and dry with a clean cloth.
6. Inspect all cleaning equipment, clean as necessary, and store in the designated area.

Equipment

- Microfibre cloths
- Disinfectant spray
- Mop and bucket
- Floor cleaning solution
- Rubbish bin liners
- Non-abrasive cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless and dry; rubbish bins are clean and odour-free; sinks and taps are shining with no water spots.
Good	Minor dust or marks on surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; rubbish bins are clean with slight odour; sinks and taps have minor water spots.
Pass	Noticeable dust or marks on surfaces; some high-touch areas missed; floors have visible streaks; rubbish bins have noticeable odour; sinks and taps have visible water spots.
Fail	Significant dust or marks on surfaces; high-touch areas not sanitised; floors are dirty or sticky; rubbish bins are overflowing or have strong odour; sinks and taps are dirty with significant water spots.