

Corridors

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

Scope of Work

- Dusting all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuuming carpeted areas and spot cleaning stains.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down walls and doors to remove marks and fingerprints.
- Sanitising high-touch areas such as door handles and lift buttons.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths, mop, vacuum, and appropriate cleaning agents.
2. Dust all horizontal surfaces using a microfibre cloth to trap dust and prevent it from becoming airborne.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Spot clean any visible stains on carpets using a suitable carpet cleaner.
5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
6. Wipe down walls and doors with a damp cloth to remove any marks or fingerprints.
7. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
8. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
9. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

- Cleaning trolley
- Colour-coded microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Carpet cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, marks, and stains. Floors are spotless with no visible debris. High-touch areas are sanitised and free from smudges. Rubbish bins are empty and odour-free.
Good	Minor dust or marks on surfaces. Floors are clean with minimal debris. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour.
Pass	Noticeable dust or marks on surfaces. Floors have some debris. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have odour.
Fail	Significant dust, marks, or stains on surfaces. Floors are dirty with visible debris. High-touch areas are not sanitised. Rubbish bins are overflowing and have strong odour.