

Cabana

Code: ANCMF-AU-H-C-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dusting all surfaces including furniture, fixtures, and decorative items.
- Vacuuming all carpeted areas and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch surfaces such as door handles, light switches, and remote controls.
- Cleaning and sanitising all glass surfaces including windows and mirrors.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and sanitising bathroom facilities including toilets, sinks, and taps.
- Replenishing consumables such as toilet paper, tissues, and hand soap.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to avoid resoiling cleaned areas.
3. Vacuum all carpeted areas and rugs, paying special attention to corners and under furniture.
4. Mop hard floors using a suitable cleaning solution, ensuring floors are left dry to prevent slips.
5. Sanitise high-touch surfaces using a disinfectant that meets Australian standards.
6. Clean all glass surfaces with a streak-free glass cleaner.
7. Empty rubbish bins, sanitise the interior, and replace liners.
8. Thoroughly clean and sanitise bathroom facilities, ensuring all surfaces are free from stains and odours.
9. Replenish all consumables, ensuring they are stocked to appropriate levels.
10. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with appropriate cleaning solution
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free from dust and smudges; floors are immaculate with no debris; high-touch areas are thoroughly sanitised; glass surfaces are crystal clear; rubbish bins are clean and odour-free; bathroom facilities are pristine with no stains or odours; consumables are fully stocked.
Good	Minor dust or smudges on surfaces; floors are clean with minimal debris; high-touch areas are sanitised; glass surfaces have minor streaks; rubbish bins are clean with slight odour; bathroom facilities are clean with minor stains; consumables are adequately stocked.
Pass	Noticeable dust or smudges on surfaces; floors have visible debris; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins have noticeable odour; bathroom facilities have visible stains; consumables are low but available.
Fail	Significant dust or smudges on surfaces; floors are dirty with visible debris; high-touch areas are not sanitised; glass surfaces are dirty; rubbish bins are overflowing or have strong odour; bathroom facilities are dirty with strong odours; consumables are depleted.