

Cocktail Bar

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

Scope of Work

- Dusting and wiping of all surfaces including bar tops, tables, and shelves.
- Sanitising of all high-touch areas such as door handles, taps, and bar equipment.
- Vacuuming and mopping of floors to remove dirt and spills.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and cleaning of rubbish bins.
- Polishing of glassware and mirrors.
- Ensuring all cleaning supplies are replenished and organised on the trolley.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed.
2. Sanitise high-touch areas with an approved disinfectant, following the manufacturer's instructions.
3. Vacuum the floor thoroughly, paying attention to corners and under furniture.
4. Mop the floor using a colour-coded mop and bucket system, ensuring no streaks or residue remain.
5. Clean toilets and washbasins with a toilet brush and sanitising cleaner, ensuring all surfaces are disinfected.
6. Empty rubbish bins, replace liners, and wipe down the exterior of the bins.
7. Polish glassware and mirrors with a glass cleaner to ensure a streak-free finish.
8. Replenish cleaning supplies on the trolley and organise for easy access.

Equipment

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| • Microfibre cloths | • Sanitising spray | • Rubbish bin liners |
| • Colour-coded mop and bucket | • Toilet brush | • Cleaning trolley |
| • Vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or smudges. Floors are gleaming with no streaks. Toilets and washbasins are immaculate with no stains or odours. Glassware and mirrors are crystal clear.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal streaks. Toilets and washbasins are clean with no significant stains or odours. Glassware and mirrors have minor smudges.
Pass	Noticeable dust or smudges on surfaces. Floors have visible streaks. Toilets and washbasins have minor stains or odours. Glassware and mirrors have visible smudges.
Fail	Heavy dust or smudges on surfaces. Floors are dirty with significant streaks. Toilets and washbasins have significant stains or odours. Glassware and mirrors are dirty.