

Changing Room

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

Scope of Work

- Dust all surfaces including benches, lockers, and shelves.
- Sanitise all high-touch areas such as door handles, taps, and light switches.
- Clean and disinfect toilets and urinals.
- Wipe down mirrors and glass surfaces to remove smudges and streaks.
- Mop floors with appropriate cleaning solution to remove dirt and prevent slip hazards.
- Empty rubbish bins and replace liners.
- Ensure all dispensers (soap, paper towels) are refilled and functioning.
- Check and clean ventilation grilles to ensure proper air flow.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to capture all dust particles.
3. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring thorough coverage.
4. Clean toilets and urinals with a toilet brush and disinfectant, ensuring all surfaces are scrubbed and rinsed.
5. Wipe mirrors and glass surfaces with a glass cleaner and microfibre cloth for a streak-free finish.
6. Mop floors using a wet mop and appropriate cleaning solution, ensuring all areas are covered and excess water is removed.
7. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
8. Refill all dispensers and check for proper operation.
9. Inspect ventilation grilles and clean if necessary to ensure they are free from dust and debris.

Equipment

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|--------------------------------|---------------------|---------------------------------------|
| • Cleaning trolley | • Toilet brush | • Wet mop and bucket |
| • Colour-coded cleaning cloths | • Glass cleaner | • Rubbish bin liners |
| • Disinfectant spray | • Microfibre cloths | • Personal protective equipment (PPE) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or smudges visible. High-touch areas are sanitised and free from any marks. Floors are clean and dry with no residue. Rubbish bins are empty and clean. Dispensers are full and operational. Ventilation grilles are dust-free.
Good	Minor dust or smudges on surfaces. High-touch areas mostly sanitised. Floors are clean but slightly damp. Rubbish bins are empty but may have minor residue. Dispensers are mostly full and operational. Ventilation grilles have minimal dust.
Pass	Noticeable dust or smudges on some surfaces. High-touch areas partially sanitised. Floors are clean but damp. Rubbish bins are emptied but not cleaned. Dispensers are partially full. Ventilation grilles have visible dust.
Fail	Visible dust and smudges on surfaces. High-touch areas not sanitised. Floors are dirty or wet. Rubbish bins are full or dirty. Dispensers are empty or non-operational. Ventilation grilles are clogged with dust.