

Conference Room

Code: ANCMF-AU-H-CR-03 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and audiovisual equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty and clean rubbish bins, replacing liners as needed.
- Check and clean windows and glass surfaces for smudges and fingerprints.
- Arrange furniture to standard layout after cleaning.
- Ensure air vents and ducts are free from dust and debris.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low, using a microfibre cloth to capture dust effectively.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing the solution to dwell for the recommended time before wiping.
6. Empty rubbish bins, clean them with a disinfectant wipe, and replace liners.
7. Clean windows and glass surfaces with a glass cleaner and microfibre cloth to remove all smudges.
8. Rearrange furniture to the standard layout, ensuring all chairs and tables are aligned properly.
9. Inspect air vents and ducts, wiping them with a damp cloth if dust is present.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; carpets are spotless; no visible rubbish; high-touch surfaces are sanitised; windows and glass are streak-free; air vents are dust-free.
Good	Minor dust on low-traffic surfaces; carpets have no major stains; bins are empty; most high-touch surfaces are sanitised; minor streaks on glass; minimal dust on vents.
Pass	Noticeable dust on surfaces; some carpet stains; bins not overflowing; some high-touch surfaces missed; visible streaks on glass; dust present on vents.
Fail	Heavy dust accumulation; significant carpet stains; overflowing bins; high-touch surfaces not sanitised; glass surfaces heavily streaked; vents clogged with dust.