

Dry Store

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

Scope of Work

- Dust all surfaces including shelves, ledges, and corners.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean any visible stains or spills immediately.
- Ensure all cleaning equipment is stored properly after use.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Sanitise high-touch areas with an appropriate disinfectant, allowing sufficient contact time as per product instructions.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor using a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner | • Disinfectant spray | |
| • Mop and bucket | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains or debris. High-touch areas are sanitised and free of smudges. Rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces. Floors are clean with minimal stains. High-touch areas are mostly sanitised. Rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces. Floors have visible stains. High-touch areas are partially sanitised. Rubbish bins have noticeable odour.
Fail	Heavy dust accumulation. Floors are dirty with multiple stains. High-touch areas are unsanitised. Rubbish bins are dirty and emit strong odour.