

Emergency Stairs

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

Scope of Work

- Dusting of all horizontal and vertical surfaces, including handrails and skirting boards.
- Sanitising of handrails and high-touch areas.
- Vacuuming of carpeted areas and mopping of hard floors.
- Removal of rubbish and debris from stairs and landings.
- Spot cleaning of walls and doors to remove marks and stains.
- Inspection and cleaning of light fixtures and emergency signage.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the top of the stairs and working downwards.
2. Sanitise handrails and high-touch areas using a disinfectant solution, ensuring all surfaces are thoroughly wiped.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner, ensuring all edges and corners are reached.
4. Mop hard floors with a neutral pH cleaner, using a colour-coded mop to prevent cross-contamination.
5. Collect and dispose of rubbish in designated rubbish bins, ensuring bins are emptied and liners replaced.
6. Spot clean walls and doors with a suitable cleaning agent to remove any visible marks or stains.
7. Inspect and clean light fixtures and emergency signage, ensuring they are free from dust and operational.

Equipment

- Microfibre cloths
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Rubbish bags
- Spot cleaning agent

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; handrails are sanitised and free from smudges; floors are spotless with no debris; rubbish bins are empty and clean; light fixtures and signage are dust-free and operational.
Good	Minor dust on non-critical surfaces; handrails are mostly clean; floors have minimal debris; rubbish bins are emptied but may have minor residue; light fixtures and signage are mostly clean.
Pass	Noticeable dust on surfaces; handrails have some smudges; floors have visible debris; rubbish bins are not overflowing but have visible residue; light fixtures and signage have some dust.
Fail	Significant dust and marks on surfaces; handrails are visibly dirty; floors have significant debris; rubbish bins are overflowing; light fixtures and signage are dusty and not operational.