

Function Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum all 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 rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Check and clean air vents and diffusers.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low to prevent re-soiling cleaned areas.
3. Vacuum carpets 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 areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a glass cleaner and microfiber cloth to avoid streaks.
8. Inspect air vents and diffusers, dusting or wiping as necessary to maintain air quality.

Equipment

- Vacuum cleaner with HEPA filter
- Microfiber cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are streak-free and dry; high-touch areas are sanitised with no visible residue; bins are empty and odour-free; glass surfaces are crystal clear with no streaks; air vents are clean and unobstructed.
Good	Minor dust on surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; bins are empty but may have slight odour; glass surfaces have minor streaks; air vents have minor dust.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are streaky; high-touch areas are partially sanitised; bins are not emptied or have noticeable odour; glass surfaces have visible streaks; air vents are dusty.
Fail	Heavy dust accumulation; carpets are dirty with visible stains; floors are wet or heavily streaked; high-touch areas are not sanitised; bins are overflowing; glass surfaces are dirty; air vents are clogged with dust.