

Guest Corridors

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

Scope of Work

- Dust all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
- Mop hard floors with a neutral pH cleaner.
- Wipe down walls and doors with a damp microfibre cloth.
- Sanitise high-touch areas such as door handles, light switches, and lift buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Check and clean air vents and grilles for dust accumulation.
- Ensure all signage is clean and free of smudges.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces, working from top to bottom to capture falling dust.
3. Vacuum carpeted areas thoroughly, paying special attention to edges and corners.
4. Mop hard floors using a figure-eight motion to ensure even coverage and prevent streaking.
5. Wipe down walls and doors with a damp microfibre cloth, focusing on removing marks and fingerprints.
6. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
7. Empty rubbish bins, clean the interior and exterior, and replace liners.
8. Inspect air vents and grilles, dusting or vacuuming as necessary to maintain air quality.
9. Clean all signage with a glass cleaner to ensure clarity and visibility.

Equipment

- HEPA-filter vacuum cleaner
- Microfibre cloths (colour-coded)
- Neutral pH floor cleaner
- Disinfectant spray
- Dusting tools
- Mop and bucket (colour-coded)
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks; carpets are free of debris and stains; high-touch areas are sanitised and free of smudges; air vents are clean; bins are empty and clean; signage is clear and legible.
Good	Minor dust on high surfaces; carpets have minimal debris; high-touch areas are mostly sanitised; air vents have minor dust; bins are empty but may have slight residue; signage is mostly clear.
Pass	Noticeable dust on surfaces; carpets have visible debris; high-touch areas have some smudges; air vents have visible dust; bins are not overflowing but have residue; signage is legible but not clean.
Fail	Significant dust accumulation; carpets are dirty with visible stains; high-touch areas are unsanitised; air vents are clogged with dust; bins are overflowing; signage is dirty and unclear.