

Guest Lift

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

Scope of Work

- Dust and wipe all surfaces including walls, doors, and control panels.
- Sanitise high-touch areas such as buttons and handrails.
- Vacuum and mop the lift floor using appropriate cleaning solutions.
- Empty and clean rubbish bins, ensuring no odours are present.
- Polish mirrors and metal surfaces to a streak-free finish.
- Inspect for and remove any visible rubbish or debris.

Method

1. Prepare the cleaning trolley with colour-coded cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
6. Polish mirrors and metal surfaces using a glass cleaner and a lint-free cloth.
7. Dispose of rubbish in designated bins and replace liners.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner
- Lint-free cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, high-touch areas are sanitised, no visible dust or debris, mirrors and metal surfaces are streak-free, no odours present.
Good	Minor dust on non-essential surfaces, high-touch areas sanitised, mirrors and metal surfaces mostly streak-free, no strong odours.
Pass	Visible dust on some surfaces, high-touch areas mostly sanitised, some streaks on mirrors and metal surfaces, mild odours present.
Fail	Significant dust or debris, high-touch areas not sanitised, streaks on mirrors and metal surfaces, strong odours present.