

Green Room

Code: ANCMF-AU-H-GR-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch areas such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish mirrors and glass surfaces.
- Ensure all furniture is arranged neatly and appropriately.
- Check and replenish supplies such as tissues and hand sanitisers.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum carpets and rugs, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean mirrors and glass surfaces with a glass cleaner, ensuring no streaks remain.
8. Rearrange furniture as needed to maintain a tidy appearance.
9. Check supplies and replenish as necessary, ensuring all items are stocked and accessible.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; bins are empty and clean; mirrors and glass surfaces are streak-free; furniture is neatly arranged; supplies are fully stocked.
Good	Minor dust on surfaces; carpets mostly clean with minimal debris; floors mostly clean with slight residue; high-touch areas mostly sanitised; bins emptied but not cleaned; mirrors and glass mostly streak-free; furniture mostly arranged; supplies mostly stocked.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible residue; high-touch areas partially sanitised; bins not emptied; mirrors and glass have streaks; furniture disorganised; supplies low.
Fail	Heavy dust accumulation; carpets heavily soiled; floors dirty with significant residue; high-touch areas not sanitised; bins overflowing; mirrors and glass dirty; furniture in disarray; supplies depleted.