

Kids Club

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

Scope of Work

- Dusting of all surfaces including play equipment, shelves, and furniture.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and toys.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and windows.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaner, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with an approved disinfectant, allowing appropriate contact time.
6. Clean toilets and washbasins using a toilet-specific cleaner and sanitiser, ensuring all surfaces are wiped dry.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Spot clean walls and windows with a glass cleaner, ensuring no streaks are left.
9. Replenish cleaning supplies and store them in a designated area.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no streaks or residue. High-touch surfaces are sanitised and dry. Toilets are pristine with no odours. Rubbish bins are empty and sanitised. No visible marks on walls or windows.
Good	Minor dust on high surfaces. Floors are clean with minimal streaks. High-touch surfaces are sanitised. Toilets are clean with slight odour. Rubbish bins are empty but not sanitised. Few marks on walls or windows.
Pass	Noticeable dust on surfaces. Floors have visible streaks. High-touch surfaces are not fully sanitised. Toilets are clean but with noticeable odour. Rubbish bins are not sanitised. Several marks on walls or windows.
Fail	Surfaces are dusty. Floors are dirty with streaks and residue. High-touch surfaces are not sanitised. Toilets are dirty with strong odour. Rubbish bins are full and unsanitised. Many marks on walls or windows.