

Laundry

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

Scope of Work

- Dusting all surfaces including shelves, counters, and equipment.
- Sanitising all high-touch surfaces such as door handles, light switches, and taps.
- Vacuuming and mopping floors to remove dirt and debris.
- Cleaning and sanitising laundry machines, including doors and control panels.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Ensuring all cleaning supplies are replenished and stored correctly.
- Checking and cleaning air vents and filters.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Apply a suitable sanitiser to all high-touch surfaces and allow the recommended contact time before wiping clean.
3. Vacuum the floor using a HEPA-filter vacuum to ensure dust and allergens are captured.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
5. Clean the exterior of laundry machines with a disinfectant wipe, paying special attention to control panels and handles.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean sinks and taps with a non-abrasive cleaner, ensuring all soap scum and stains are removed.
8. Check air vents and filters, clean with a damp cloth, and ensure they are free from dust and debris.

Equipment

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|----------------------|----------------------------|------------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum | • Sanitiser spray | • Non-abrasive cleaner |
| • Mop and bucket | • Disinfectant wipes | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and stains; no odours present; high-touch surfaces are sanitised and dry; floors are spotless with no residue; rubbish bins are empty and sanitised; air vents are clean and unobstructed.
Good	Surfaces are mostly clean with minor dust; no strong odours; high-touch surfaces are sanitised; floors are clean with minimal residue; rubbish bins are empty; air vents have minor dust.
Pass	Surfaces have some dust; mild odours present; high-touch surfaces are mostly sanitised; floors have some residue; rubbish bins are not overflowing; air vents have visible dust.
Fail	Surfaces are dusty and stained; strong odours present; high-touch surfaces are not sanitised; floors are dirty with visible residue; rubbish bins are overflowing; air vents are clogged with dust.