

Lift Lobby

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

Scope of Work

- Dust all horizontal surfaces, including ledges, skirting boards, and decorative elements.
- Wipe and sanitise lift buttons and panels using a suitable disinfectant.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors with a neutral detergent and sanitise.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish mirrors and glass surfaces to a streak-free finish.
- Check and remove any cobwebs from ceilings and corners.
- Ensure all signage is clean and legible.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different surfaces to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using a microfibre cloth.
3. Wipe and sanitise lift buttons and panels with a disinfectant wipe, ensuring all touchpoints are thoroughly cleaned.
4. Vacuum carpeted areas, paying special attention to corners and edges. Spot clean any stains using an appropriate carpet cleaner.
5. Mop hard floors with a neutral detergent, ensuring the mop is wrung out to avoid excess water. Follow with a sanitising solution.
6. Empty rubbish bins, replace liners, and wipe the exterior of the bins with a disinfectant.
7. Clean mirrors and glass surfaces using a glass cleaner and a lint-free cloth, ensuring a streak-free finish.
8. Inspect ceilings and corners for cobwebs and remove them using a duster.
9. Check all signage for cleanliness and legibility, wiping down as necessary.

Equipment

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| • Cleaning trolley | • Neutral detergent | • Duster |
| • Microfibre cloths (colour-coded) | • Disinfectant wipes | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | |
| • Mop and bucket | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; mirrors and glass are streak-free; no rubbish or odours present; all touchpoints are sanitised; signage is clean and legible.
Good	Minor dust on high surfaces; floors are clean with minimal marks; mirrors and glass have minor streaks; bins are empty with no odours; most touchpoints are sanitised; signage is mostly clean and legible.
Pass	Visible dust on surfaces; floors have visible marks; mirrors and glass have noticeable streaks; bins are not overflowing but may have slight odours; some touchpoints are sanitised; signage is readable but not entirely clean.
Fail	Heavy dust accumulation; floors are dirty; mirrors and glass are heavily streaked; bins are overflowing or have strong odours; touchpoints are not sanitised; signage is dirty or illegible.