

Linen Room

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Ensure all linen is stored neatly and off the floor.
- Check for and remove any visible stains or marks on surfaces.
- Maintain a fresh and odour-free environment.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise high-touch areas with a disinfectant approved by Australian standards.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure dust and allergens are captured.
4. Mop the floor with a neutral pH cleaner, using a colour-coded mop head specific to the linen room.
5. Empty rubbish bins, replace liners, and ensure bins are clean and free of odours.
6. Inspect linen storage for organisation and cleanliness, ensuring no linen is on the floor.
7. Conduct a final check for any odours and address with appropriate air fresheners if necessary.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Air freshener

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, floors are spotless and dry, no odours present, and linen is perfectly organised.
Good	Minor dust on high surfaces, floors are clean with no visible marks, faint odour may be present, linen is mostly organised.
Pass	Noticeable dust on surfaces, floors have minor marks, mild odour present, linen is somewhat disorganised.
Fail	Heavy dust accumulation, floors are visibly dirty, strong odour present, linen is disorganised and on the floor.