

Meeting Room

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

Scope of Work

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

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to capture any falling dust.
3. Vacuum carpets thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left behind.
5. Wipe and sanitise high-touch surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean glass surfaces with a glass cleaner and microfibre cloth for a streak-free finish.
8. Reorganise furniture as per the room layout plan and check for any maintenance issues to report.
9. Replenish consumables and ensure the room is ready for use.

Equipment

- Cleaning trolley with colour-coded cloths and mops
- Vacuum cleaner
- Mop and bucket
- Disinfectant spray
- Glass cleaner
- Microfibre cloths
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are mopped with no streaks or watermarks; all high-touch surfaces are sanitised; rubbish bins are empty and clean; glass surfaces are spotless; furniture is perfectly arranged.
Good	Most surfaces are free of dust; carpets are vacuumed with minimal debris; floors are mopped with minor streaks; most high-touch surfaces are sanitised; rubbish bins are empty; glass surfaces have minor smudges; furniture is mostly arranged.
Pass	Some surfaces have dust; carpets have some visible debris; floors are mopped with visible streaks; some high-touch surfaces are sanitised; rubbish bins are not overflowing; glass surfaces have visible smudges; furniture is somewhat arranged.
Fail	Surfaces are dusty; carpets have significant debris; floors are not mopped or have excessive streaks; high-touch surfaces are not sanitised; rubbish bins are overflowing; glass surfaces are dirty; furniture is disorganised.