

Maintenance Workshop

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

Scope of Work

- Dusting of all surfaces including workbenches, shelves, and equipment.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Wiping down of walls and skirting boards to remove marks and stains.
- Ensuring all cleaning equipment is maintained and stored correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Vacuum the entire floor area using a HEPA-filter vacuum cleaner to ensure dust and allergens are removed.
3. Mop the floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas using a hospital-grade disinfectant.
5. Empty rubbish bins and replace liners, ensuring bins are wiped clean.
6. Clean windows and glass surfaces with a glass cleaner and squeegee for a streak-free finish.
7. Wipe down walls and skirting boards with a damp cloth and mild detergent.
8. Inspect all cleaning equipment for wear and tear, clean, and store appropriately.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Glass cleaner and squeegee
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; floors are spotless with no residue; high-touch areas are sanitised and free from smudges; windows and glass surfaces are streak-free; rubbish bins are clean and odour-free.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; windows and glass surfaces have minimal streaks; rubbish bins are mostly clean with slight odour.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; windows and glass surfaces have visible streaks; rubbish bins are not entirely clean and have noticeable odour.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; windows and glass surfaces are dirty; rubbish bins are dirty and have strong odour.