

Private Dining Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all tables and chairs.
- Clean and polish glass surfaces and mirrors.
- Empty and sanitise rubbish bins.
- Check and clean light fixtures and ceiling fans.
- Ensure all high-touch areas are sanitised, including door handles and light switches.
- Inspect and clean skirting boards and corners for dust and debris.
- Ensure all cleaning is conducted in accordance with Australian workplace health and safety requirements.

Method

1. Prepare the area by removing any loose items and debris.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth.
4. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH floor cleaner.
6. Wipe and sanitise tables and chairs with a food-safe sanitiser.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Empty rubbish bins and replace liners, ensuring bins are sanitised.
9. Use a ladder to safely clean light fixtures and ceiling fans.
10. Sanitise high-touch areas with a disinfectant spray.

Equipment

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| • Microfibre cloths | • Streak-free glass cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Ladder |
| • Neutral pH floor cleaner | • Colour-coded cleaning cloths and mops | |
| • Food-safe sanitiser | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or smudges. Floors are immaculate with no stains or debris. Rubbish bins are empty and sanitised. High-touch areas are thoroughly sanitised. No unpleasant odours present.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal stains or debris. Rubbish bins are empty but may have minor odours. High-touch areas are mostly sanitised.
Pass	Noticeable dust or smudges on surfaces. Floors have visible stains or debris. Rubbish bins are not emptied or sanitised. High-touch areas are not fully sanitised.
Fail	Significant dust, smudges, or dirt on surfaces. Floors are dirty with numerous stains or debris. Rubbish bins are full and unsanitised. High-touch areas are neglected. Unpleasant odours present.