

Plant Room

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

Scope of Work

- Dust all surfaces, including equipment and shelving.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Wipe down and sanitise all horizontal surfaces.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces, starting from the highest point and working downwards to prevent re-contamination.
3. Sanitise high-touch areas using a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner
- Mop and bucket
- Disinfectant solution
- Dusting tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no streaks; floors are spotless with no residue; no rubbish present; all cleaning activities documented and verified.
Good	Minor dust or marks on surfaces; high-touch areas sanitised with minimal streaks; floors are clean with slight residue; bins are empty; cleaning activities mostly documented.
Pass	Noticeable dust or marks on some surfaces; high-touch areas sanitised but with visible streaks; floors have visible residue; bins not overflowing; some cleaning activities documented.
Fail	Significant dust or marks on surfaces; high-touch areas not sanitised; floors are dirty with visible residue; bins overflowing; no documentation of cleaning activities.