

Stairwell

Code: ANCMF-AU-H-S-04 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including handrails, ledges, and skirting boards.
- Vacuum carpeted areas and mop hard floors using a colour-coded cleaning system.
- Wipe down walls and remove any visible marks or stains.
- Sanitise handrails and high-touch areas to prevent the spread of germs.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all horizontal surfaces starting from the top of the stairwell and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe down walls and remove any marks using a suitable cleaning agent.
6. Sanitise handrails and high-touch areas with a disinfectant solution.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Cleaning trolley with colour-coded cleaning supplies
- Vacuum cleaner
- Mop and bucket
- Microfibre cloths
- Disinfectant solution
- Dusting tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; handrails are sanitised and polished; no rubbish or odours present.
Good	Minor dust on non-essential surfaces; floors are clean with minimal streaks; handrails are sanitised; bins are empty with no odours.
Pass	Visible dust on some surfaces; floors are clean but may have some streaks; handrails are wiped but not polished; bins are emptied but may have slight odour.
Fail	Significant dust accumulation; floors are dirty or streaked; handrails are not sanitised; rubbish bins are full or have strong odours.