

Service Lift

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

Scope of Work

- Dust and wipe all surfaces including walls, doors, and control panels.
- Sanitise high-touch areas such as buttons, handrails, and door edges.
- Vacuum and mop the lift floor using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean lift tracks and thresholds to remove debris.
- Ensure the lift is free from unpleasant odours.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning cloths are used to prevent cross-contamination.
2. Dust and wipe down all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time as per product instructions.
4. Vacuum the floor to remove loose dirt and debris.
5. Mop the floor using a neutral pH cleaner, ensuring no excess water is left behind.
6. Empty rubbish bins, clean with a disinfectant, and replace liners.
7. Conduct a final inspection to ensure all areas are clean and odour-free.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised with no residue. Floor is spotless and dry. No odours present. Rubbish bins are empty and clean.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised with minimal residue. Floor is clean with slight dampness. No strong odours. Rubbish bins are empty but may have minor marks.
Pass	Surfaces have visible dust or smudges. High-touch areas are sanitised but with visible residue. Floor is clean but damp. Mild odours present. Rubbish bins are not overflowing but have visible marks.
Fail	Surfaces are dirty with significant dust and smudges. High-touch areas are not sanitised. Floor is dirty or wet. Strong odours present. Rubbish bins are overflowing or dirty.