

Staff Lockers

Code: ANCMF-AU-H-SL-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including locker tops, doors, and handles.
- Sanitise locker handles and frequently touched surfaces.
- Vacuum and mop floors to remove dirt and debris.
- Empty rubbish bins and replace liners.
- Inspect for and remove any visible mould or mildew.
- Ensure all surfaces are free from stains and marks.
- Check for and eliminate any unpleasant odours.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Use a colour-coded cleaning system to sanitise locker handles and frequently touched surfaces with an appropriate disinfectant.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure all dirt and debris are removed.
4. Mop the floor with a neutral pH cleaner to maintain floor finish and hygiene.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Inspect for any signs of mould or mildew and treat with an appropriate cleaner if necessary.
7. Conduct a final inspection to ensure all surfaces are clean, dry, and free from any marks or stains.

Equipment

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| • Microfibre cloths | • HEPA-filter vacuum cleaner | • Disinfectant spray |
| • Colour-coded cleaning cloths | • Mop and bucket with neutral pH cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, free from dust, marks, and stains. No odours present. Floors are clean and dry. Rubbish bins are empty and clean.
Good	Minor dust or marks on surfaces. No significant odours. Floors are clean but may have slight dampness. Rubbish bins are empty but may have minor residue.
Pass	Visible dust or marks on some surfaces. Mild odours present. Floors are clean but damp. Rubbish bins are emptied but not thoroughly cleaned.
Fail	Significant dust, marks, or stains on surfaces. Strong odours present. Floors are dirty or wet. Rubbish bins are full or dirty.