

Storage Room

Code: ANCMF-AU-H-SR-05 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Organise and tidy storage items to ensure easy access and prevent clutter.
- Inspect for and remove any cobwebs or visible dirt.
- Ensure all cleaning products are stored safely and labelled correctly.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths, mop heads, and cleaning agents.
2. Dust surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and a clean cloth.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor using a damp mop and a neutral detergent, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Reorganise storage items as needed, ensuring clear access paths and visibility of labels.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- Vacuum cleaner
- Neutral detergent
- Mop and bucket with colour-coded mop heads
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; storage items are neatly organised and labelled; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; rubbish bins are empty but may have minor residue; storage items are mostly organised; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible streaks or dirt; some high-touch areas missed; rubbish bins not emptied or have visible residue; storage items are cluttered; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty or sticky; high-touch areas are unsanitised; rubbish bins are full or overflowing; storage items are disorganised; strong odours present.