

Service Yard

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

Scope of Work

- Remove all rubbish and debris from the service yard.
- Sweep and mop all hard surfaces.
- Sanitise high-touch areas such as door handles and taps.
- Clean and sanitise rubbish bins.
- Ensure all drains are clear and free of blockages.
- Check and clean any outdoor furniture or equipment.
- Remove any visible stains or spills promptly.

Method

1. Begin by collecting all rubbish and debris, placing it in the appropriate rubbish bins.
2. Sweep the entire area to remove loose dirt and debris.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is correctly diluted as per the manufacturer's instructions.
4. Mop all hard surfaces, paying special attention to corners and edges.
5. Use a sanitising solution to wipe down high-touch areas, ensuring contact time is observed as per product guidelines.
6. Empty, clean, and sanitise rubbish bins, replacing liners as necessary.
7. Inspect and clear drains, removing any obstructions.
8. Wipe down any outdoor furniture or equipment with a suitable cleaning agent.
9. Address any stains or spills immediately using appropriate cleaning methods.

Equipment

- Broom and dustpan
- Mop and bucket
- Colour-coded cleaning cloths
- Sanitising solution
- Rubbish bin liners
- Personal protective equipment (PPE)
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dirt, debris, or stains. High-touch areas are sanitised and free of fingerprints. Rubbish bins are clean and odour-free. Drains are clear and functioning properly.
Good	Minor dirt or debris may be present in low-traffic areas. High-touch areas are mostly clean with minimal fingerprints. Rubbish bins are mostly clean with slight odour. Drains are mostly clear.
Pass	Noticeable dirt or debris in some areas. High-touch areas have visible fingerprints. Rubbish bins have noticeable odour. Drains are partially blocked but functional.
Fail	Significant dirt, debris, or stains present. High-touch areas are not sanitised. Rubbish bins are dirty and have strong odour. Drains are blocked and not functioning.