

Uniform Room

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

Scope of Work

- Dust all surfaces including shelves, racks, and hangers.
- Vacuum carpets and mop hard floors.
- Sanitise all touchpoints including door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise any seating areas.
- Wipe down and sanitise mirrors and glass surfaces.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces from top to bottom using a microfibre cloth.
2. Vacuum carpets thoroughly, ensuring all corners and edges are reached.
3. Mop hard floors using a neutral pH floor cleaner.
4. Sanitise all touchpoints with a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and sanitise the bin exterior.
6. Wipe down mirrors and glass surfaces with a glass cleaner to remove smudges and fingerprints.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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|---------------------|-------------------------------|--------------------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning cloths |
| • Vacuum cleaner | • Hospital-grade disinfectant | • Rubbish bin liners |
| • Mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; all touchpoints are sanitised and free of smudges; rubbish bins are empty and sanitised; mirrors and glass surfaces are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal debris; most touchpoints are sanitised; rubbish bins are empty but not sanitised; mirrors and glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible debris; some touchpoints are missed; rubbish bins are not emptied; mirrors and glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty with visible debris; touchpoints are not sanitised; rubbish bins are overflowing; mirrors and glass surfaces are heavily streaked.