

Valet Area

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

Scope of Work

- Dusting all surfaces, including counters, shelves, and decorative items.
- Vacuuming carpets and mats to remove dirt and debris.
- Mopping hard floors with appropriate cleaning solution.
- Wiping down and sanitising high-touch surfaces such as door handles, light switches, and lift buttons.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and mirrors.
- Ensuring the valet area is free from unpleasant odours.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum carpets and mats thoroughly, paying special attention to high-traffic areas.
3. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
4. Wipe down high-touch surfaces with a sanitising solution, ensuring all areas are covered.
5. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
7. Use air fresheners or odour neutralisers to maintain a pleasant scent in the area.

Equipment

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| • Microfibre cloths | • Sanitising solution | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | • Air fresheners or odour neutralisers |
| • Mop and bucket with colour-coded system | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free from dust. Floors are immaculate with no visible dirt or stains. Glass surfaces are crystal clear with no streaks. The area has a fresh and pleasant scent.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal dirt. Glass surfaces have minor streaks. The area smells clean.
Pass	Noticeable dust on surfaces. Floors have visible dirt in corners. Glass surfaces have visible streaks. The area has a neutral scent.
Fail	Heavy dust accumulation. Floors are dirty with visible stains. Glass surfaces are streaked and smudged. The area has an unpleasant odour.