

Wine Bar

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

Scope of Work

- Dusting all surfaces including bar tops, shelves, and decorative items.
- Sanitising all high-touch areas such as door handles, taps, and bar counters.
- Vacuuming and mopping all floor surfaces.
- Cleaning and sanitising toilets and washbasins.
- Emptying and cleaning rubbish bins.
- Polishing glassware and mirrors.
- Cleaning and sanitising seating areas and tables.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting all surfaces using a microfibre cloth.
3. Sanitise high-touch areas with an appropriate disinfectant.
4. Vacuum all carpeted areas and mop hard floors with a neutral cleaner.
5. Clean toilets and washbasins with a sanitising cleaner, ensuring all surfaces are wiped dry.
6. Empty rubbish bins and replace liners, cleaning bins as necessary.
7. Polish glassware and mirrors with a glass cleaner to remove smudges and fingerprints.
8. Wipe down and sanitise all seating and table surfaces.

Equipment

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|--------------------------------|-------------------------|----------------------|
| • Microfibre cloths | • Mop and bucket | • Glass cleaner |
| • Colour-coded cleaning cloths | • Neutral floor cleaner | • Rubbish bin liners |
| • Vacuum cleaner | • Sanitising spray | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or smudges; high-touch areas are sanitised and free of fingerprints; floors are clean with no debris; toilets are spotless with no odours; rubbish bins are empty and clean; glassware and mirrors are streak-free.
Good	Minor dust or smudges on surfaces; high-touch areas mostly sanitised; floors mostly clean with minimal debris; toilets are clean with slight odours; rubbish bins are empty but may have slight residue; glassware and mirrors mostly streak-free.
Pass	Noticeable dust or smudges on surfaces; high-touch areas partially sanitised; floors have visible debris; toilets are clean but have noticeable odours; rubbish bins are not emptied or have residue; glassware and mirrors have visible streaks.
Fail	Surfaces are dusty or smudged; high-touch areas are not sanitised; floors are dirty with significant debris; toilets are dirty with strong odours; rubbish bins are full or dirty; glassware and mirrors are streaked or dirty.