

Wine Cellar

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

Scope of Work

- Dusting all surfaces including shelves, racks, and bottles.
- Sanitising floors and high-touch areas.
- Wiping down walls and doors.
- Vacuuming and mopping floors.
- Emptying rubbish bins and replacing liners.
- Checking for and removing any cobwebs.
- Ensuring no odours are present.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free of dust.
3. Sanitise high-touch areas such as door handles and light switches using an appropriate disinfectant.
4. Vacuum the floor to remove any loose dirt and debris.
5. Mop the floor using a suitable cleaning solution, ensuring no residue is left.
6. Wipe down walls and doors with a damp cloth.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with appropriate cleaning solution
- Dusting tools
- Sanitising spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks. Floors are clean and dry with no residue. No odours present. Rubbish bins are empty and clean. High-touch areas are sanitised and free of smudges.
Good	Minor dust on high surfaces. Floors are clean but slightly damp. No strong odours. Rubbish bins are empty but may have minor marks. High-touch areas are mostly sanitised.
Pass	Visible dust on some surfaces. Floors are clean but may have some residue. Mild odours present. Rubbish bins are emptied but not thoroughly cleaned. High-touch areas are partially sanitised.
Fail	Significant dust accumulation. Floors are dirty or sticky. Strong odours present. Rubbish bins are full or dirty. High-touch areas are not sanitised.