

Wedding Chapel

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

Scope of Work

- Dusting of all surfaces including pews, altar, and decorative elements.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and railings.
- Cleaning and polishing of glass surfaces including windows and mirrors.
- Emptying and sanitising of rubbish bins.
- Ensuring all cleaning is conducted using colour-coded systems to prevent cross-contamination.
- Checking and replenishing of supplies such as tissues and hand sanitiser.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low, using a microfibre cloth to capture dust effectively.
3. Vacuum all carpeted areas, paying special attention to corners and under pews.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; glass surfaces are streak-free; no odours present; high-touch areas are fully sanitised; rubbish bins are empty and sanitised.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; no strong odours; high-touch areas mostly sanitised; rubbish bins are empty but not fully sanitised.
Pass	Noticeable dust on surfaces; floors have visible residue; glass surfaces have visible streaks; mild odours present; high-touch areas partially sanitised; rubbish bins are not emptied.
Fail	Heavy dust accumulation; floors are dirty with significant residue; glass surfaces are heavily streaked; strong odours present; high-touch areas are not sanitised; rubbish bins are overflowing.