

Break Room

Code: ANCMF-AU-I-BR-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and countertops.
- Sanitise all high-touch areas such as door handles, light switches, and appliance buttons.
- Clean and sanitise kitchen appliances including microwave, fridge, and kettle.
- Empty rubbish bins and replace liners.
- Wipe down and sanitise tables and chairs.
- Vacuum and mop floors using appropriate cleaning solutions.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.
- Check and refill consumables such as hand soap and paper towels.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effective germ kill.
4. Clean kitchen appliances with a damp cloth and appropriate cleaning agents, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility waste management protocols.
6. Wipe down tables and chairs with a sanitising solution, ensuring all surfaces are visibly clean and free from stains.
7. Vacuum floors to remove debris, followed by mopping with a neutral pH floor cleaner.
8. Check consumables and refill as necessary, ensuring dispensers are clean and functioning.

Equipment

- | | | |
|------------------------------------|---------------------------------|--|
| • Cleaning trolley | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Microfibre cloths (colour-coded) | • Vacuum cleaner | • Gloves and personal protective equipment (PPE) |
| • Disinfectant spray | • Mop and bucket (colour-coded) | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. No unpleasant odours present. Floors are spotless and dry. Consumables are fully stocked. No rubbish or debris present.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. Floors are clean with minimal wet spots. Consumables are mostly stocked. Minimal rubbish or debris present.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Floors are mostly clean but may have some wet spots. Consumables are low but available. Some rubbish or debris present.
Fail	Surfaces are visibly dirty with dust, stains, or smudges. Strong unpleasant odours present. Floors are dirty or wet. Consumables are depleted. Rubbish or debris is evident.