

Cafeteria

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

Scope of Work

- Dust all surfaces including tables, chairs, and countertops.
- Sanitise tables, chairs, and countertops using appropriate cleaning agents.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and sanitise sinks and taps.
- Wipe down and sanitise all high-touch areas such as door handles and light switches.
- Ensure all cleaning equipment is cleaned and stored properly after use.

Method

1. Begin by dusting all surfaces with a microfibre cloth to remove loose dirt and dust.
2. Apply a sanitising solution to tables, chairs, and countertops, allowing the solution to dwell for the recommended time before wiping clean.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
4. Mop the floor with a neutral pH cleaner, using a colour-coded mop to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all soap scum and stains are removed.
7. Wipe down high-touch areas with a disinfectant wipe, ensuring complete coverage.
8. Inspect all areas to ensure cleanliness meets the required standards before leaving the site.

Equipment

- Microfibre cloths
- Sanitising solutions
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Rubbish bin liners
- Non-abrasive cleaners
- Disinfectant wipes

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and stains. Floors are spotless with no debris. No unpleasant odours present. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minimal dust or dirt. Floors have minor debris but are generally clean. No strong odours present. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have some dust or dirt. Floors have noticeable debris. Mild odours may be present. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have visible residue.
Fail	Surfaces are visibly dirty with dust and stains. Floors are dirty with significant debris. Unpleasant odours are present. High-touch areas are not sanitised. Rubbish bins are overflowing or unsanitised.