

Canteen

Code: ANCMF-AU-I-C-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Dusting all surfaces including tables, chairs, and countertops.
- Sanitising food preparation areas and dining surfaces.
- Mopping floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Wiping down walls and splashbacks.
- Cleaning windows and glass surfaces.
- Vacuuming any carpeted areas.
- Ensuring all cleaning equipment is colour-coded and stored correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and debris.
2. Sanitise all food preparation and dining surfaces using a food-safe sanitiser.
3. Mop floors using a neutral pH floor cleaner, ensuring no residue is left.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are sanitised.
6. Wipe down walls and splashbacks with a suitable disinfectant.
7. Clean windows and glass surfaces using a glass cleaner for streak-free results.
8. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
9. Ensure all cleaning equipment is cleaned, sanitised, and stored in the designated area.

Equipment

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|----------------------------|------------------------------|-----------------------------------|
| • Microfibre cloths | • Non-abrasive cleaner | • Colour-coded cleaning equipment |
| • Food-safe sanitiser | • Glass cleaner | • Rubbish bin liners |
| • Neutral pH floor cleaner | • HEPA-filter vacuum cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, debris, and stains. Floors are spotless with no residue. Rubbish bins are empty and sanitised. No odours present. Windows and glass surfaces are streak-free.
Good	Surfaces are mostly clean with minor dust or debris. Floors are clean with minimal residue. Rubbish bins are empty but may have minor odours. Windows and glass surfaces have minimal streaks.
Pass	Surfaces have noticeable dust or debris. Floors have visible residue. Rubbish bins are not fully sanitised. Windows and glass surfaces have visible streaks.
Fail	Surfaces are visibly dirty with dust and debris. Floors are dirty with significant residue. Rubbish bins are full or have strong odours. Windows and glass surfaces are heavily streaked.