

Change Rooms

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

Scope of Work

- Dusting of all surfaces including benches, lockers, and shelves.
- Sanitising of all touchpoints such as door handles, taps, and lockers.
- Cleaning and sanitising of shower areas and toilets.
- Mopping of floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of mirrors and glass surfaces.
- Ensuring all consumables such as soap and paper towels are replenished.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed.
2. Sanitise all touchpoints with a disinfectant solution, focusing on high-contact areas.
3. Clean shower areas and toilets using a non-abrasive cleaner, ensuring all surfaces are scrubbed and rinsed.
4. Mop floors using a colour-coded mop and bucket system, ensuring no cross-contamination.
5. Empty rubbish bins and replace liners, then sanitise the bin surfaces.
6. Clean mirrors and glass surfaces with a glass cleaner, ensuring no streaks are left.
7. Check and replenish all consumables, ensuring they are stocked and ready for use.

Equipment

- Microfibre cloths
- Disinfectant solution
- Non-abrasive cleaner
- Colour-coded mop and bucket
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; no visible dirt or grime; all touchpoints are sanitised; floors are spotless and dry; bins are empty and sanitised; mirrors are streak-free; consumables are fully stocked.
Good	Minor dust on high surfaces; minimal marks on surfaces; touchpoints mostly sanitised; floors are clean with minor wet spots; bins are empty; mirrors have minor streaks; consumables are mostly stocked.
Pass	Noticeable dust on surfaces; some marks present; touchpoints partially sanitised; floors have some dirt and wet spots; bins are not overflowing; mirrors have visible streaks; consumables are low.
Fail	Heavy dust accumulation; significant marks and grime; touchpoints not sanitised; floors are dirty and wet; bins are overflowing; mirrors are dirty; consumables are empty.