

Staff Toilets

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

Scope of Work

- Thorough cleaning and sanitising of all toilet surfaces, including bowls, seats, and cisterns.
- Cleaning and polishing of mirrors and glass surfaces.
- Sanitising of all taps, sinks, and dispensers.
- Emptying and sanitising of rubbish bins.
- Replenishment of toilet paper, soap, and hand towels.
- Spot cleaning of walls and partitions.
- Floor sweeping and mopping with appropriate disinfectant.
- Removal of any visible stains or marks on surfaces.
- Ensuring all areas are free from unpleasant odours.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by emptying rubbish bins and replacing liners.
3. Apply disinfectant to toilet bowls, seats, and cisterns, allowing dwell time as per product instructions.
4. Clean mirrors and glass surfaces with a glass cleaner, ensuring streak-free finish.
5. Sanitise taps, sinks, and dispensers using a suitable disinfectant.
6. Replenish consumables such as toilet paper, soap, and hand towels.
7. Spot clean walls and partitions with a damp cloth and appropriate cleaner.
8. Sweep the floor to remove debris, then mop with a disinfectant solution, ensuring no residue is left.
9. Conduct a final inspection to ensure all areas are clean, sanitised, and free from odours.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- Disinfectant and cleaning solutions
- Glass cleaner
- Rubbish bin liners
- Toilet brush
- Personal protective equipment (PPE)
- Signage for wet floors

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, with no marks or stains. Mirrors and glass are streak-free. No unpleasant odours present. Consumables fully stocked.
Good	Surfaces are clean with minimal marks. Mirrors and glass may have slight streaks. No strong odours. Consumables mostly stocked.
Pass	Surfaces are generally clean but may have some visible marks. Mirrors and glass have noticeable streaks. Mild odours present. Consumables may be low.
Fail	Surfaces are dirty or stained. Mirrors and glass are heavily streaked. Strong odours present. Consumables are depleted.