

Break Room

Code: ANCMF-AU-R-BR-01 • Facility: Retail • 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 taps.
- Clean and sanitise kitchen appliances including microwave, fridge, and kettle.
- Empty rubbish bins and replace liners.
- Vacuum and mop floors using appropriate cleaning solutions.
- Wipe down and sanitise tables and chairs.
- Ensure all cleaning supplies are restocked and stored properly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Use a colour-coded cleaning system to avoid cross-contamination, applying appropriate sanitising solutions to high-touch areas.
3. Clean kitchen appliances with designated cleaning agents, ensuring no residue is left.
4. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
5. Vacuum floors thoroughly, paying attention to corners and under furniture.
6. Mop floors with a neutral pH cleaner, ensuring no streaks or residue remain.
7. Wipe down tables and chairs with a sanitising solution, ensuring surfaces are dry and streak-free.
8. Check and restock cleaning supplies, ensuring all items are stored in a designated area.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Vacuum cleaner
- Mop and bucket
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

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