

Dining Area

Code: ANCMF-AU-R-DA-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dust and wipe all tables, chairs, and surfaces.
- Sanitise all high-touch areas including door handles and payment terminals.
- Vacuum and mop all floor surfaces.
- Empty and sanitise rubbish bins.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth.
2. Wipe tables and chairs with a sanitising solution, ensuring all food residues are removed.
3. Vacuum the floor using a commercial-grade vacuum cleaner.
4. Mop the floor with a neutral pH floor cleaner, ensuring no streaks or residues are left.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner
- Mop and bucket with neutral pH floor cleaner
- Sanitising solutions
- Glass cleaner
- Colour-coded cleaning cloths and tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible dust or debris, floors are streak-free, bins are odour-free and sanitised, glass surfaces are crystal clear.
Good	Minor dust or debris on surfaces, floors mostly streak-free, bins are clean with no odour, glass surfaces have minimal streaks.
Pass	Noticeable dust or debris on some surfaces, floors have visible streaks, bins are clean but may have slight odour, glass surfaces have visible streaks.
Fail	Significant dust or debris on surfaces, floors are dirty or sticky, bins are overflowing or have strong odour, glass surfaces are dirty or smeared.