

Event Space

Code: ANCMF-AU-R-ES-03 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces including tables, chairs, and decorative items.
- Vacuuming of all carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and railings.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning and sanitising of toilets and replenishment of supplies.
- Cleaning of glass surfaces including windows and mirrors.
- Removal of any visible rubbish or debris from the event space.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
4. Use a disinfectant spray on high-touch areas and allow to air dry for maximum efficacy.
5. Empty rubbish bins, replace liners, and sanitise the bin interior with a disinfectant wipe.
6. Clean toilets using a toilet-specific cleaner and brush, ensuring all surfaces are sanitised.
7. Use a glass cleaner on windows and mirrors, wiping with a lint-free cloth for a streak-free finish.
8. Conduct a final walkthrough to ensure all areas are clean and tidy, removing any remaining rubbish or debris.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Toilet brush and cleaner
- Glass cleaner and lint-free cloth

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible stains; high-touch areas are sanitised and free of smudges; rubbish bins are empty and odour-free; toilets are pristine with all supplies replenished; glass surfaces are crystal clear with no streaks.
Good	Minor dust on surfaces; floors have minimal marks; high-touch areas are mostly sanitised; rubbish bins are empty but may have slight odour; toilets are clean with most supplies replenished; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible marks; some high-touch areas missed; rubbish bins are not emptied or have noticeable odour; toilets are clean but supplies are low; glass surfaces have visible streaks.
Fail	Surfaces are dusty and marked; floors are dirty with stains; high-touch areas are not sanitised; rubbish bins are full and odorous; toilets are dirty with no supplies; glass surfaces are dirty and streaked.