

Janitor's Room

Code: ANCMF-AU-R-JR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise all high-touch areas, including door handles, light switches, and taps.
- Empty and clean rubbish bins, replacing liners as needed.
- Mop floors with appropriate cleaning solution, ensuring no residue is left.
- Wipe down and disinfect all cleaning equipment and trolleys.
- Organise and tidy cleaning supplies, ensuring all items are stored correctly and safely.
- Check for and report any cleaning supply shortages.

Method

1. Begin by dusting all surfaces from top to bottom to prevent recontamination.
2. Use a colour-coded cleaning system to sanitise high-touch areas, ensuring cross-contamination is avoided.
3. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
4. Mop floors using a damp mop and appropriate cleaning solution, ensuring all areas are covered and no excess water is left.
5. Wipe down all cleaning equipment and trolleys with disinfectant wipes.
6. Organise cleaning supplies, ensuring all items are stored in their designated areas and are easily accessible.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant wipes
- Mop and bucket with appropriate cleaning solution
- Dustpan and brush
- Rubbish bin liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised and shine; bins are empty and odour-free; floors are spotless with no residue; equipment is clean and organised; supplies are fully stocked.
Good	Minor dust or marks on surfaces; high-touch areas are mostly sanitised; bins are empty but may have slight odour; floors are clean with minimal residue; equipment is mostly clean and organised; supplies are mostly stocked.
Pass	Noticeable dust or marks on surfaces; some high-touch areas missed; bins are emptied but have noticeable odour; floors have visible residue; equipment is somewhat clean and organised; supplies are low but sufficient.
Fail	Significant dust or marks on surfaces; high-touch areas are not sanitised; bins are full or have strong odour; floors are dirty or sticky; equipment is dirty and disorganised; supplies are insufficient.