

Lift Area

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

Scope of Work

- Dust all surfaces including lift buttons, handrails, and walls.
- Sanitise high-touch areas such as lift buttons and handrails.
- Vacuum and mop the lift floor using appropriate cleaning solutions.
- Empty and clean rubbish bins located in or near the lift area.
- Clean lift doors and frames to remove fingerprints and smudges.
- Ensure mirrors and glass surfaces are streak-free and polished.
- Check for and remove any unpleasant odours.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting all surfaces from top to bottom.
3. Sanitise high-touch areas using a disinfectant spray and cloth.
4. Vacuum the floor thoroughly, paying attention to corners and edges.
5. Mop the floor with a suitable detergent, ensuring no residue is left.
6. Empty rubbish bins and replace liners as needed.
7. Clean and polish mirrors and glass surfaces using a glass cleaner.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised; floors are spotless with no residue; mirrors and glass are streak-free; no odours present.
Good	Minor dust or smudges on surfaces; high-touch areas mostly sanitised; floors clean with minimal residue; mirrors and glass mostly streak-free; no strong odours.
Pass	Noticeable dust or smudges on some surfaces; high-touch areas partially sanitised; floors have some residue; mirrors and glass have some streaks; faint odours present.
Fail	Significant dust or smudges on surfaces; high-touch areas not sanitised; floors dirty with visible residue; mirrors and glass streaked; strong odours present.