

Meeting Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and electronic equipment.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty and sanitise rubbish bins, replace liners.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and replenish supplies such as tissues and hand sanitiser.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning cloths are used to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe and sanitise high-touch surfaces using a disinfectant spray and microfibre cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin exterior.
7. Clean windows and glass surfaces with a glass cleaner and microfibre cloth.
8. Check supplies and replenish as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains or debris. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty and sanitised. Windows and glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal stains. High-touch surfaces are mostly sanitised. Rubbish bins are empty but not sanitised. Windows and glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces. Floors have visible stains or debris. High-touch surfaces are inconsistently sanitised. Rubbish bins are not emptied. Windows and glass surfaces are streaked.
Fail	Significant dust accumulation. Floors are dirty with multiple stains. High-touch surfaces are not sanitised. Rubbish bins are overflowing. Windows and glass surfaces are heavily streaked.