

Business Lounge

Code: ANCMF-AU-TH-BL-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all surfaces including tables, chairs, and decorative items.
- Vacuuming of 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 lift buttons.
- Cleaning and sanitising of toilets and replenishment of supplies.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of glass surfaces including windows and mirrors.
- Ensuring all areas are free from visible dirt, debris, and odours.

Method

1. Begin with dusting all surfaces using a microfibre cloth to trap dust and prevent redistribution.
2. Vacuum carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant spray on high-touch areas, allowing appropriate dwell time for effective sanitisation.
5. Clean toilets with a toilet-specific cleaner, ensuring all surfaces are scrubbed and sanitised.
6. Empty rubbish bins, clean with a disinfectant, and replace liners.
7. Clean glass surfaces with a streak-free glass cleaner, using a squeegee for large areas.
8. Conduct a final walkthrough to ensure all areas meet cleanliness standards and address any missed spots.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Toilet cleaning brush and cleaner
- Rubbish bin liners
- Glass cleaner and squeegee
- Cleaning trolley for equipment transport

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; carpets are spotless; no visible dirt or debris; no odours; high-touch areas are sanitised; toilets are pristine with no stains; glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces; carpets have minimal spots; very slight odours; high-touch areas mostly sanitised; toilets are clean with minor water spots; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; visible spots on carpets; mild odours present; high-touch areas partially sanitised; toilets are clean but with visible stains; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; significant carpet stains; strong odours; high-touch areas not sanitised; toilets are dirty with stains and odours; glass surfaces are dirty with streaks and smudges.