

Chapel

Code: ANCMF-AU-TH-C-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces including pews, altar, and lectern.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles, light switches, and railings.
- Clean and polish glass surfaces and mirrors.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.
- Check and replenish supplies such as tissues and hand sanitiser.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Vacuum all carpeted areas, ensuring edges and corners are thoroughly cleaned.
3. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
5. Clean glass surfaces with a glass cleaner, ensuring streak-free results.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

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| • Microfibre cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Colour-coded cleaning cloths and tools |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; glass surfaces are streak-free; no rubbish present; high-touch areas are sanitised and visibly clean.
Good	Minor dust on high surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; rubbish bins are empty; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have some residue; glass surfaces have visible streaks; rubbish bins are not overflowing; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; floors are dirty with visible residue; glass surfaces are heavily streaked; rubbish bins are overflowing; high-touch areas are not sanitised.