

Meditation Room

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

Scope of Work

- Dust all surfaces including shelves, ledges, and decorative items.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with a neutral pH cleaner.
- Sanitise high-touch surfaces such as door handles, light switches, and seating areas.
- Empty and clean rubbish bins, replacing liners as needed.
- Check and replenish supplies such as tissues and hand sanitiser.
- Ensure air fresheners are operational and odours are neutralised.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment.
2. Dust all surfaces using a microfibre cloth, ensuring no dust particles remain.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a figure-eight motion to ensure even coverage and prevent streaking.
5. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, clean with a disinfectant wipe, and replace liners.
7. Check supplies and replenish as necessary, ensuring all items are stocked and accessible.
8. Inspect the room for any remaining odours and use air fresheners as needed.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Cleaning trolley
- Rubbish bin liners
- Air fresheners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and odour-free; floors are streak-free; all high-touch surfaces are sanitised; rubbish bins are clean and empty; supplies are fully stocked; air is fresh with no detectable odours.
Good	Minor dust on high surfaces; carpets have no visible stains; floors have minimal streaks; most high-touch surfaces are sanitised; rubbish bins are empty but not cleaned; supplies are mostly stocked; air is generally fresh.
Pass	Noticeable dust on surfaces; carpets have minor stains; floors have visible streaks; some high-touch surfaces are sanitised; rubbish bins are emptied but not cleaned; supplies are low; slight odours present.
Fail	Significant dust accumulation; carpets are stained; floors are dirty and streaked; high-touch surfaces are not sanitised; rubbish bins are full; supplies are depleted; strong odours present.