

Staff Areas

Code: ANCMF-AU-TH-SA-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Vacuuming carpets and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and lift buttons.
- Cleaning and sanitising toilets and washbasins.
- Emptying and cleaning rubbish bins, replacing liners as needed.
- Wiping down kitchen areas, including benchtops and sinks.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Vacuum carpets and rugs thoroughly, paying attention to corners and edges.
3. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
4. Sanitise high-touch areas with a disinfectant spray and cloth.
5. Clean toilets using a toilet brush and appropriate cleaning agents, ensuring all surfaces are sanitised.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Wipe down kitchen surfaces with a food-safe sanitiser.
8. Check and restock cleaning supplies, ensuring all items are stored safely.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant spray
- Toilet brush
- Rubbish bin liners
- Food-safe sanitiser
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; high-touch areas are sanitised with no visible residue; toilets are odour-free and sparkling; rubbish bins are clean and empty; kitchen areas are immaculate with no food residue.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; toilets are clean with slight odour; rubbish bins are emptied but not fully sanitised; kitchen areas are clean with minor residue.
Pass	Visible dust on surfaces; floors are clean but damp; high-touch areas are partially sanitised; toilets are clean but with noticeable odour; rubbish bins are emptied but dirty; kitchen areas have visible residue.
Fail	Dust and dirt on surfaces; floors are dirty or sticky; high-touch areas are not sanitised; toilets are dirty with strong odour; rubbish bins are full or overflowing; kitchen areas are dirty with food residue.