

Staff Cafeteria

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

Scope of Work

- Dusting of all surfaces including tables, chairs, and countertops.
- Sanitising of food preparation areas and dining surfaces.
- Vacuuming and mopping of floors to remove dirt and spills.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of sinks and taps.
- Spot cleaning of walls and partitions.
- Cleaning of windows and glass surfaces.
- Ensuring all cleaning activities comply with food safety standards.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise food preparation and dining surfaces using a food-safe sanitiser.
3. Vacuum floors using a HEPA-filter vacuum to ensure air quality.
4. Mop floors with a neutral pH cleaner to remove spills and stains.
5. Empty rubbish bins and replace liners, ensuring bins are sanitised.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are free from limescale and soap scum.
7. Spot clean walls and partitions with a suitable cleaner to remove marks and stains.
8. Clean windows and glass surfaces with a streak-free glass cleaner.

Equipment

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| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning cloths and mops |
| • Food-safe sanitiser | • Non-abrasive cleaner | • Cleaning trolley |
| • HEPA-filter vacuum | • Streak-free glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, dirt, and stains. Floors are spotless and dry. No rubbish is present. All glass surfaces are streak-free. No odours are detectable.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal wet spots. Rubbish bins are empty. Glass surfaces have minor streaks. No strong odours.
Pass	Noticeable dust or smudges on surfaces. Floors have visible dirt or wet spots. Rubbish bins are not overflowing. Glass surfaces have visible streaks. Mild odours present.
Fail	Significant dust, dirt, or stains on surfaces. Floors are dirty or wet. Rubbish bins are overflowing. Glass surfaces are heavily streaked. Strong odours are present.