

Staff Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Wipe and sanitise all high-touch areas such as door handles, light switches, and taps.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchen appliances including microwave, fridge, and kettle.
- Ensure all cleaning supplies are replenished and stored correctly.
- Check for and remove any visible stains or marks on walls and furniture.
- Ensure windows and glass surfaces are free from smudges and fingerprints.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces, working from top to bottom to ensure no dust falls on cleaned areas.
3. Wipe and sanitise high-touch areas using appropriate disinfectant solutions.
4. Vacuum carpets thoroughly, paying special attention to corners and edges.
5. Mop hard floors using a suitable floor cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean kitchen appliances inside and out, ensuring no food residue or odours remain.
8. Replenish cleaning supplies and ensure all equipment is cleaned and stored properly.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Cleaning trolley with colour-coded cloths and mops
- Vacuum cleaner
- Floor mop and bucket
- Disinfectant solutions
- Glass cleaner
- Dusting cloths
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of dust. Floors are immaculate with no visible stains. High-touch areas are sanitised and free of smudges. No rubbish or odours present. Windows and glass surfaces are crystal clear.
Good	Minor dust on surfaces. Floors are clean with minimal stains. High-touch areas are mostly sanitised. Rubbish bins are empty, with no lingering odours. Windows and glass surfaces have minimal smudges.
Pass	Noticeable dust on some surfaces. Floors have visible stains. High-touch areas are partially sanitised. Rubbish bins are not overflowing, but some odours present. Windows and glass surfaces have visible smudges.
Fail	Significant dust accumulation. Floors are dirty with multiple stains. High-touch areas are unsanitised. Rubbish bins are overflowing with strong odours. Windows and glass surfaces are heavily smudged.