

Toilets

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

Scope of Work

- Thorough cleaning and sanitising of all toilet bowls, urinals, and sinks.
- Wiping and disinfecting of all surfaces including counters, mirrors, and partitions.
- Mopping of floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Restocking of toilet paper, soap, and hand towels.
- Removal of any graffiti or marks on walls and doors.
- Ensuring all taps and fixtures are free from water spots and stains.
- Checking and maintaining the cleanliness of air vents and grilles.

Method

1. Prepare the cleaning trolley with all necessary supplies and ensure colour-coded cleaning cloths are used for different areas.
2. Start by emptying rubbish bins and replacing liners.
3. Apply cleaning solution to toilet bowls and urinals, allowing it to sit while other areas are cleaned.
4. Wipe down all surfaces, including sinks, counters, and partitions, using disinfectant.
5. Clean mirrors with glass cleaner to remove streaks and smudges.
6. Scrub toilet bowls and urinals, then flush to rinse.
7. Mop the floor with a disinfectant solution, ensuring no wet spots remain.
8. Restock all consumables such as toilet paper, soap, and hand towels.
9. Inspect the area for any missed spots or issues, addressing them promptly.

Equipment

- Cleaning trolley with colour-coded cloths and mops.
- Disinfectant and cleaning solutions.
- Toilet brush and scrubbers.
- Glass cleaner.
- Rubbish bin liners.
- Personal protective equipment (PPE) such as gloves and masks.

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no odours present, consumables fully stocked, and floors are dry and streak-free.
Good	Minor water spots on fixtures, no odours, consumables mostly stocked, and floors are clean with minimal streaks.
Pass	Visible water spots or smudges, slight odours, consumables low but available, and floors are clean but may have streaks.
Fail	Dirty surfaces, strong odours, consumables depleted, and floors are wet or heavily streaked.