

COURSE OVERVIEW

Cleaning Public Spaces

TIHK-103



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Public spaces such as lobbies, corridors, restrooms, and other shared areas are central to maintaining a safe, hygienic, and professional environment. These areas create the first impression for visitors and staff, so consistent cleanliness and order are essential. Proper upkeep not only supports health and safety standards but also reinforces the organisation's commitment to professionalism and care, ensuring that everyone who enters the workplace feels confident in its quality.

Module 1: Public spaces

This module teaches staff how to maintain hygiene by focusing on key areas and appropriate cleaning frequencies.

- Key areas of focus on and how often to clean them
- Safe and effective cleaning techniques
- Handle waste, chemicals and equipment responsibly

Module 2: Reporting hazards and damage

Reporting hazards and damage is a critical part of workplace safety. Quick reporting helps prevent accidents and ensures risks are controlled. At the same time, consistent communication supports compliance with legal and organisational standards.

- Documenting and Reporting
- Who to contact
- Using a radio or logbook

Suitable for:

Housekeeping team members, facilities managers, hospitality staff and cleaning teams.

Skills achieved:

- Cleaning (Beginner)

Related Resources:

- Housekeeping managers' checklist
- PPE checklist
- COSHH Checklist
- Pre-work – PPE brief
- Office slips and trips risk assessment
- Lone worker checklist
- Lone working risk assessment
- Lone working audit

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

27 Minutes

Related Courses:

- Essentials of Housekeeping
- Laundry Duties
- Slips and Trips
- COSHH
- Fire Safety for team members
- Personal Protective Equipment
- Lone Worker
- First Aid Awareness