

Cleaning Store

Code: ANCMF-AU-CO-CS-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dusting all surfaces including shelves, storage units, and equipment.
- Sanitising all high-touch surfaces such as door handles and light switches.
- Vacuuming and mopping floors to remove dirt and debris.
- Wiping down and organising cleaning products and equipment.
- Emptying rubbish bins and replacing liners.
- Ensuring all cleaning chemicals are stored correctly and safely.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to reduce airborne dust.
4. Mop the floor with a neutral detergent solution, ensuring no residue is left.
5. Wipe down all cleaning equipment and products, checking for leaks or spills.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Check that all cleaning chemicals are stored in a well-ventilated area, away from direct sunlight, and in accordance with safety data sheets (SDS).

Equipment

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| • Microfibre cloths | • HEPA-filter vacuum cleaner | • Rubbish bin liners |
| • Disinfectant spray | • Mop and bucket with neutral detergent | • Colour-coded cleaning cloths and mops |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from fingerprints; rubbish bins are clean and odour-free; cleaning products are neatly organised and stored safely.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are emptied but may have slight odour; cleaning products are mostly organised.
Pass	Noticeable dust on surfaces; floors have visible residue; some high-touch areas missed during sanitising; rubbish bins are emptied but have noticeable odour; cleaning products are disorganised.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are full or have strong odour; cleaning products are improperly stored.