

Display Case

Code: ANCMF-AU-GB-DC-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces within the display case, including shelves and items on display.
- Cleaning of glass surfaces inside and outside the display case to remove fingerprints, smudges, and dust.
- Sanitising of all touchpoints, including handles and locks, using appropriate cleaning agents.
- Removal of any rubbish or debris found within or around the display case area.
- Inspection and cleaning of lighting fixtures within the display case to ensure optimal illumination of displayed items.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring adherence to colour-coded cleaning systems.
2. Dust all surfaces within the display case using a microfibre cloth, starting from the top and working downwards.
3. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks or residue remain.
4. Sanitise all touchpoints with a disinfectant wipe, paying special attention to high-contact areas.
5. Remove any rubbish or debris, disposing of it in the appropriate rubbish bin.
6. Inspect lighting fixtures and clean with a dry cloth to ensure no dust or dirt obstructs the light.

Equipment

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| • Microfibre cloths | • Disinfectant wipes | • Cleaning trolley |
| • Glass cleaner | • Lint-free cloths | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; glass is streak-free; no visible rubbish or debris; all touchpoints are sanitised; lighting is unobstructed and clean.
Good	Minor dust or smudges on surfaces; glass mostly streak-free; minimal rubbish or debris; most touchpoints sanitised; lighting mostly clean.
Pass	Noticeable dust or smudges on surfaces; some streaks on glass; some rubbish or debris present; some touchpoints sanitised; some obstruction in lighting.
Fail	Significant dust or smudges on surfaces; glass is streaked; rubbish or debris present; touchpoints not sanitised; lighting obstructed or dirty.