

Digital Signage

Code: ANCMF-AU-GB-DS-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all digital signage screens and surrounding areas.
- Sanitising of touch screens and control panels.
- Wiping down of frames and stands.
- Removal of fingerprints and smudges from screens.
- Emptying and cleaning of any associated rubbish bins.

Method

1. Use a microfibre cloth to gently dust the screen and surrounding areas.
2. Apply a screen-safe sanitising solution to a clean cloth and wipe the touch screens and control panels.
3. Use a damp cloth to wipe down frames and stands, ensuring no moisture enters the electronic components.
4. Inspect screens for fingerprints and smudges, using a screen cleaner to remove any marks.
5. Empty any rubbish bins associated with the signage area and replace liners.

Equipment

- Microfibre cloths
- Damp cloths
- Rubbish bin liners
- Screen-safe sanitising solution
- Screen cleaner

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust, smudges, or fingerprints on screens; all surfaces sanitised and free of marks; rubbish bins empty and clean.
Good	Minor dust or smudges visible only upon close inspection; surfaces mostly sanitised; rubbish bins empty but may have minor marks.
Pass	Some visible dust or smudges; surfaces partially sanitised; rubbish bins emptied but not cleaned.
Fail	Visible dust, smudges, or fingerprints; surfaces not sanitised; rubbish bins full or dirty.