

Newsstand

Code: ANCMF-AU-H-N-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dusting of all surfaces including shelves, counters, and display units.
- Sanitising of high-touch areas such as counters, payment terminals, and door handles.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solution.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and display cases.
- Restocking of cleaning supplies and ensuring all cleaning equipment is in good working order.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed from shelves, counters, and display units.
2. Sanitise high-touch areas using a disinfectant spray and cloth, focusing on counters, payment terminals, and door handles.
3. Vacuum carpeted areas and mats thoroughly, ensuring all debris is removed.
4. Mop hard floors using a mop and bucket with a suitable cleaning solution, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces using a glass cleaner and cloth, ensuring no streaks or smudges remain.
7. Check and restock cleaning supplies, and inspect all equipment for proper functionality.

Equipment

- Microfibre cloths
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; glass surfaces are crystal clear; bins are empty and sanitised.
Good	Minor dust on less visible surfaces; high-touch areas mostly sanitised; floors have minimal debris; glass surfaces have minor streaks; bins are empty but not fully sanitised.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible debris; glass surfaces have visible streaks; bins are emptied but not sanitised.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors have significant debris; glass surfaces are dirty; bins are full or not sanitised.