

Vending Area

Code: ANCMF-AU-I-VA-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including vending machines, benches, and tables.
- Wipe and sanitise vending machine interfaces and buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Vacuum and mop floors using appropriate cleaning solutions.
- Clean and sanitise high-touch areas such as door handles and light switches.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Wipe and sanitise vending machine interfaces with a disinfectant solution, ensuring no residue is left.
4. Empty rubbish bins, replace liners, and clean the bins with a sanitising solution.
5. Vacuum the floor thoroughly, paying attention to corners and under vending machines.
6. Mop the floor with a suitable cleaning solution, ensuring it is left dry and free of streaks.
7. Sanitise high-touch areas using a disinfectant wipe or spray.

Equipment

- Cleaning trolley with colour-coded cleaning supplies
- Microfibre cloths
- Disinfectant solution
- Vacuum cleaner
- Mop and bucket with appropriate cleaning solution
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; vending machine interfaces are spotless; no rubbish or odours present; floors are clean and dry with no streaks; high-touch areas are sanitised and visibly clean.
Good	Minor dust or smudges on surfaces; vending machine interfaces are mostly clean; bins are emptied with no odours; floors are mostly clean with minimal streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust or smudges on surfaces; vending machine interfaces have some residue; bins are emptied but may have slight odours; floors are clean but streaky; high-touch areas are sanitised but not thoroughly.
Fail	Significant dust or smudges on surfaces; vending machine interfaces are dirty; bins are full or have strong odours; floors are dirty or wet; high-touch areas are not sanitised.