

Atrium

Code: ANCMF-AU-R-A-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including ledges, railings, and displays.
- Vacuum all carpeted areas and entrance mats.
- Mop all hard floor surfaces using appropriate cleaning solutions.
- Wipe and sanitise all touchpoints including handrails, door handles, and lift buttons.
- Empty and clean all rubbish bins, replacing liners as necessary.
- Clean and polish glass surfaces including windows and doors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using microfibre cloths.
3. Vacuum carpeted areas and entrance mats thoroughly, paying special attention to high-traffic areas.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe and sanitise all touchpoints with a disinfectant solution, focusing on high-contact areas.
6. Empty rubbish bins, replace liners, and clean the bin exterior with a sanitising wipe.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
8. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Microfibre cloths • Vacuum cleaner • Mop and bucket | <ul style="list-style-type: none"> • Cleaning trolley • Colour-coded cleaning cloths • Disinfectant solution | <ul style="list-style-type: none"> • Glass cleaner • Rubbish bin liners |
|---|---|---|

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; glass surfaces are crystal clear; no rubbish or odours present; all touchpoints are sanitised and visibly clean.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; glass surfaces have minor smudges; bins are empty with no odours; most touchpoints are sanitised.
Pass	Noticeable dust on surfaces; floors have visible streaks; glass surfaces have noticeable smudges; bins are not overflowing but may have slight odours; some touchpoints are missed.
Fail	Significant dust accumulation; floors are dirty with visible marks; glass surfaces are heavily smudged; bins are overflowing with strong odours; touchpoints are not sanitised.