

ATM Area

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

Scope of Work

- Dust all surfaces including ATM machines, ledges, and surrounding areas.
- Sanitise ATM keypad, screen, and any touchpoints using appropriate disinfectants.
- Vacuum and mop floors, ensuring no debris or dirt is present.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean glass surfaces and mirrors to remove fingerprints and smudges.
- Inspect and clean any signage or promotional materials for dust and dirt.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting high surfaces and work downwards to ensure all dust is captured.
3. Sanitise all touchpoints with a disinfectant that meets Australian standards for germicidal efficacy.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure dust and allergens are removed.
5. Mop the floor with a neutral pH cleaner to avoid damage to surfaces.
6. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
7. Clean glass surfaces with a streak-free cleaner and microfibre cloth.

Equipment

- Colour-coded microfibre cloths
- Disinfectant spray
- Cleaning trolley
- HEPA-filter vacuum cleaner
- Glass cleaner
- Neutral pH floor cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible dust or smudges, touchpoints are sanitised, floors are immaculate with no debris, bins are empty and odour-free, glass surfaces are crystal clear.
Good	Minor dust on non-touch surfaces, touchpoints are sanitised, floors are clean with minimal debris, bins are empty with slight odour, glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces, touchpoints are mostly sanitised, floors have some debris, bins are not overflowing but have odour, glass surfaces have visible streaks.
Fail	Heavy dust accumulation, touchpoints unsanitised, floors are dirty with visible debris, bins are overflowing and have strong odour, glass surfaces are dirty and streaked.