

Beauty Salon

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

Scope of Work

- Dusting all surfaces including shelves, counters, and display areas.
- Vacuuming and mopping all floor surfaces.
- Sanitising all high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising treatment rooms including chairs, beds, and equipment.
- Emptying and sanitising rubbish bins.
- Cleaning mirrors and glass surfaces to a streak-free finish.
- Ensuring toilets are cleaned, sanitised, and stocked with necessary supplies.
- Maintaining a clean and odour-free reception area.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces to capture all dust particles.
3. Vacuum carpets and mop hard floors using appropriate cleaning solutions.
4. Sanitise high-touch areas with approved disinfectants.
5. Clean treatment rooms thoroughly after each client using hospital-grade disinfectants.
6. Empty rubbish bins and replace liners daily.
7. Clean mirrors and glass with a microfibre cloth and glass cleaner.
8. Ensure toilets are cleaned with toilet-specific cleaners and sanitised.
9. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Approved disinfectants and cleaning solutions
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible dust or debris, floors are shiny and streak-free, mirrors and glass are crystal clear, no odours present, all high-touch areas are sanitised, and rubbish bins are empty and clean.
Good	Minor dust on high surfaces, floors are clean with minimal streaks, mirrors and glass have slight smudges, no strong odours, most high-touch areas are sanitised, and rubbish bins are emptied but may have minor residue.
Pass	Visible dust on surfaces, floors have noticeable streaks, mirrors and glass have visible smudges, mild odours present, some high-touch areas missed, and rubbish bins are not fully emptied.
Fail	Heavy dust accumulation, floors are dirty, mirrors and glass are unclear, strong odours present, high-touch areas are not sanitised, and rubbish bins are overflowing.