

Cinema Lobby

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

Scope of Work

- Dust and wipe all surfaces including counters, ticket booths, and display areas.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces, including doors and windows.
- Sanitise high-touch areas such as door handles, railings, and kiosks.
- Maintain cleanliness of entrance mats and ensure they are free of debris.
- Ensure all signage is clean and legible.

Method

1. Begin by organising cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a neutral pH floor cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces with a disinfectant spray.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
7. Sanitise high-touch areas with a disinfectant wipe, ensuring thorough coverage.
8. Inspect entrance mats, shake out debris, and vacuum if necessary.
9. Check all signage for cleanliness and readability, wiping down as needed.

Equipment

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| • Microfibre cloths (colour-coded) | • Disinfectant spray and wipes | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Glass cleaner | • Rubbish bin liners |
| • Neutral pH floor cleaner | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of dust. Floors are immaculate with no visible stains or debris. Glass surfaces are crystal clear with no streaks. Rubbish bins are empty and sanitised. High-touch areas are thoroughly sanitised.
Good	Minor dust on surfaces. Floors are clean with minimal stains. Glass surfaces have minor streaks. Rubbish bins are empty but may have minor odours. High-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces. Floors have visible stains or debris. Glass surfaces have visible streaks. Rubbish bins are not emptied or sanitised. High-touch areas are not fully sanitised.
Fail	Surfaces are heavily dusted. Floors are dirty with significant stains or debris. Glass surfaces are dirty with numerous streaks. Rubbish bins are overflowing and unsanitised. High-touch areas are neglected.