

Change Rooms

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

Scope of Work

- Dusting all surfaces including benches, shelves, and hooks.
- Sanitising high-touch areas such as door handles, light switches, and seating.
- Vacuuming and mopping floors to remove dirt and debris.
- Emptying and sanitising rubbish bins.
- Cleaning mirrors and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities are performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Sanitise high-touch areas with an approved disinfectant, ensuring sufficient contact time as per product instructions.
3. Vacuum the floor thoroughly, paying attention to corners and edges.
4. Mop the floor using a neutral pH cleaner, ensuring the mop is regularly rinsed and wrung out.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean mirrors and glass surfaces with a glass cleaner, using a lint-free cloth for a streak-free finish.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Vacuum cleaner
- Mop and bucket
- Approved disinfectant
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, smudges, and fingerprints. Floors are spotless with no visible dirt or debris. High-touch areas are sanitised and free of any residue. Mirrors and glass surfaces are streak-free. Rubbish bins are empty, sanitised, and odour-free.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal dirt or debris. High-touch areas are mostly sanitised. Mirrors and glass surfaces have minor streaks. Rubbish bins are empty and sanitised.
Pass	Noticeable dust or smudges on surfaces. Floors have visible dirt or debris. High-touch areas are partially sanitised. Mirrors and glass surfaces have visible streaks. Rubbish bins are not completely sanitised.
Fail	Significant dust, smudges, or fingerprints on surfaces. Floors are dirty with visible debris. High-touch areas are not sanitised. Mirrors and glass surfaces are streaked and dirty. Rubbish bins are full, unsanitised, and have odours.