

Display Area

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

Scope of Work

- Dust all display surfaces, shelves, and products.
- Wipe and sanitise all high-touch areas including counters and display cases.
- Vacuum all carpeted areas and mop hard floors.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with appropriate supplies and equipment, ensuring all items are in good condition.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Wipe and sanitise high-touch areas using a disinfectant solution, ensuring all surfaces are visibly clean and free of smudges.
4. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no streaks or residue are left behind.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks or fingerprints remain.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Colour-coded cleaning supplies
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust, smudges, or streaks. Floors are immaculate, with no debris or marks. Rubbish bins are clean and odour-free.
Good	Surfaces are mostly clean with minor dust or smudges. Floors are clean with minimal debris. Rubbish bins are clean with slight odour.
Pass	Surfaces have some dust or smudges. Floors have some debris. Rubbish bins are emptied but may have odour.
Fail	Surfaces are visibly dirty with dust and smudges. Floors have significant debris. Rubbish bins are full or have strong odour.