

Equipment Store

Code: ANCMF-AU-R-ES-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting all surfaces, including shelves, display units, and counters.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, taps, and payment terminals.
- Cleaning glass surfaces, including windows and display cases, to remove smudges and fingerprints.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Begin by organising the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas, ensuring edges and corners are thoroughly cleaned.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch areas with a disinfectant, allowing appropriate contact time for effectiveness.
6. Clean glass surfaces with a glass cleaner, using a squeegee for streak-free results.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Replenish cleaning supplies and ensure the cleaning area is tidy before leaving.

Equipment

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|----------------------------------|----------------------------|----------------------|
| • Colour-coded microfibre cloths | • Neutral pH floor cleaner | • Squeegee |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; glass surfaces are streak-free; no odours present; bins are empty and sanitised.
Good	Minor dust on high surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; faint odours may be present; bins are empty but not sanitised.
Pass	Visible dust on surfaces; floors have noticeable residue; glass surfaces have visible streaks; noticeable odours; bins are not emptied.
Fail	Heavy dust accumulation; floors are dirty with significant residue; glass surfaces are heavily streaked; strong odours present; bins are overflowing.