

Glass Entry

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

Scope of Work

- Remove all visible dirt, smudges, and fingerprints from glass surfaces.
- Sanitise glass surfaces to ensure hygiene standards are met.
- Clean and polish glass to a streak-free finish.
- Ensure surrounding frames and handles are free from dust and grime.
- Dispose of any rubbish collected during cleaning in designated rubbish bins.

Method

1. Inspect the glass entry for any visible dirt, smudges, or fingerprints.
2. Use a colour-coded cleaning cloth and appropriate glass cleaner to wipe down the glass surfaces.
3. Apply a sanitising solution to the glass and allow it to sit for the recommended contact time.
4. Polish the glass using a microfibre cloth to achieve a streak-free finish.
5. Wipe down surrounding frames and handles with a damp cloth to remove dust and grime.
6. Dispose of any collected rubbish in the designated rubbish bins.

Equipment

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|--------------------------------|-----------------------|--------------------|
| • Colour-coded cleaning cloths | • Sanitising solution | • Cleaning trolley |
| • Glass cleaner | • Microfibre cloth | • Rubbish bin |

Quality Criteria

Performance Level	Criteria
Excellent	Glass surfaces are completely free of smudges, fingerprints, and streaks. Frames and handles are spotless and free from dust. No visible rubbish or debris present.
Good	Minor smudges or streaks may be visible upon close inspection. Frames and handles are mostly clean with minimal dust. No visible rubbish or debris present.
Pass	Noticeable smudges or streaks are present but do not significantly detract from the overall appearance. Frames and handles have some dust. No visible rubbish or debris present.
Fail	Significant smudges, fingerprints, or streaks are visible. Frames and handles are dusty or grimy. Visible rubbish or debris is present.