

Hair Salon

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

Scope of Work

- Dusting all surfaces including shelves, counters, and equipment.
- Vacuuming and mopping floors to remove hair and debris.
- Sanitising all workstations, chairs, and tools.
- Cleaning and sanitising wash basins and taps.
- Emptying and sanitising rubbish bins.
- Cleaning mirrors and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning supplies are replenished and organised on the trolley.
- Maintaining cleanliness in customer waiting areas.
- Cleaning and sanitising toilets and replenishing supplies.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and hair.
2. Vacuum the floors using a vacuum cleaner with a HEPA filter to ensure all hair and debris are removed.
3. Mop the floors with a neutral pH cleaner to maintain the finish and prevent slipping.
4. Sanitise workstations, chairs, and tools using a hospital-grade disinfectant.
5. Clean wash basins and taps with a non-abrasive cleaner, then sanitise.
6. Empty rubbish bins, replace liners, and sanitise the bins.
7. Clean mirrors and glass surfaces with a glass cleaner to ensure streak-free results.
8. Replenish cleaning supplies on the trolley, ensuring all items are colour-coded and organised.
9. Clean and sanitise toilets, ensuring all surfaces are disinfected and supplies are replenished.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Non-abrasive cleaner
- Glass cleaner
- Colour-coded cleaning supplies
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and hair, floors are spotless with no visible debris, all workstations and tools are sanitised, mirrors and glass surfaces are streak-free, and no unpleasant odours are present.
Good	Minor dust or hair on surfaces, floors are clean with minimal debris, workstations and tools are mostly sanitised, mirrors and glass surfaces have minor streaks, and a faint odour may be present.
Pass	Noticeable dust or hair on surfaces, floors have visible debris, some workstations and tools are not fully sanitised, mirrors and glass surfaces have visible streaks, and a noticeable odour is present.
Fail	Significant dust or hair on surfaces, floors are dirty with visible debris, workstations and tools are unsanitised, mirrors and glass surfaces are heavily streaked, and strong unpleasant odours are present.