

Layby Area

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

Scope of Work

- Dust all surfaces, including shelves and counters.
- Wipe and sanitise all touchpoints, including counters, pens, and electronic devices.
- Empty and sanitise rubbish bins.
- Vacuum carpeted areas and mop hard floors.
- Clean and polish glass surfaces and mirrors.
- Ensure all signage is clean and visible.
- Remove any visible rubbish or debris from the area.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth to capture dust particles effectively.
3. Apply a suitable sanitiser to all touchpoints and allow to air dry.
4. Empty rubbish bins and replace liners, ensuring bins are sanitised before replacing.
5. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
6. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
7. Clean glass surfaces with a non-streak glass cleaner and a microfibre cloth.
8. Inspect the area for any remaining debris and remove it promptly.

Equipment

- | | | |
|--------------------------------|----------------------------|----------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Colour-coded cleaning cloths | • Non-streak glass cleaner | |
| • HEPA-filter vacuum cleaner | • Sanitiser spray | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; touchpoints are sanitised and dry; floors are spotless with no visible debris; glass surfaces are streak-free; bins are empty and sanitised; signage is clean and legible.
Good	Minor dust on less accessible surfaces; touchpoints are sanitised but slightly damp; floors have minimal debris; glass surfaces have minor streaks; bins are empty but not sanitised; signage is mostly clean.
Pass	Noticeable dust on surfaces; touchpoints are not fully sanitised; floors have visible debris; glass surfaces are streaked; bins are not emptied; signage is dirty but legible.
Fail	Heavy dust accumulation; touchpoints are unsanitised; floors are dirty with significant debris; glass surfaces are heavily streaked; bins are overflowing; signage is illegible due to dirt.