

Lost Property

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

Scope of Work

- Dusting all surfaces including shelves, counters, and storage areas.
- Vacuuming carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solution.
- Sanitising high-touch surfaces such as door handles, light switches, and counters.
- Emptying and sanitising rubbish bins.
- Organising and tidying items to ensure a neat appearance.
- Checking for and removing any unpleasant odours.

Method

1. Begin by organising the space, ensuring all items are in their designated areas.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying attention to corners and edges.
4. Mop hard floors using a colour-coded mop and appropriate cleaning solution, ensuring no residue is left.
5. Sanitise high-touch surfaces with a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket with colour-coded system
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and odour-free; space is well-organised and tidy.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have slight odour; space is mostly organised.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch surfaces are partially sanitised; rubbish bins are not emptied regularly; space is somewhat disorganised.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch surfaces are unsanitised; rubbish bins are full and odorous; space is disorganised and cluttered.