

Main Entrance

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

Scope of Work

- Dust all surfaces including counters, displays, and fixtures.
- Vacuum entrance mats and surrounding carpeted areas.
- Mop hard floor surfaces using appropriate cleaning solutions.
- Wipe down glass doors and windows to remove fingerprints and smudges.
- Empty and sanitise rubbish bins.
- Sanitise high-touch areas such as door handles and push plates.
- Ensure entrance is free of debris and litter.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Vacuum entrance mats and carpeted areas using a vacuum cleaner with HEPA filter to ensure dust and allergens are contained.
3. Mop hard floors with a neutral pH cleaner and a colour-coded mop to prevent cross-contamination.
4. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.
5. Empty rubbish bins, replace liners, and sanitise the bin interior with a disinfectant spray.
6. Use a disinfectant wipe to sanitise high-touch areas, ensuring all surfaces are visibly wet for the contact time specified by the disinfectant manufacturer.
7. Conduct a final walkthrough to ensure all areas are clean and free of debris.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Glass cleaner and squeegee
- Disinfectant wipes
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; glass is streak-free; bins are empty and sanitised; no visible debris or litter.
Good	Minor dust on surfaces; floors are clean with minimal streaks; glass has minor smudges; bins are empty but not sanitised; minimal debris present.
Pass	Noticeable dust on surfaces; floors have visible streaks; glass has visible smudges; bins are not emptied; some debris present.
Fail	Surfaces are dusty; floors are dirty and wet; glass is heavily smudged; bins are overflowing; significant debris and litter present.