

Nail Salon

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

Scope of Work

- Dusting all surfaces including counters, shelves, and displays.
- Sanitising all workstations, tools, and equipment.
- Vacuuming and mopping floors to remove dust and debris.
- Cleaning and sanitising toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Cleaning mirrors and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise workstations and tools with an approved disinfectant, ensuring contact time as per manufacturer instructions.
3. Vacuum floors using a HEPA-filter vacuum to capture fine particles.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left.
5. Clean toilets and washbasins using a toilet-specific cleaner and sanitiser.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean mirrors and glass surfaces with a glass cleaner, ensuring a streak-free finish.

Equipment

- Microfibre cloths
- HEPA-filter vacuum
- Mop and bucket with neutral pH cleaner
- Colour-coded cleaning cloths and buckets
- Approved disinfectants and sanitisers
- Glass cleaner
- Toilet cleaning supplies

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, smudges, and debris. Floors are spotless with no residue. No odours present. Rubbish bins are empty and sanitised. All glass surfaces are streak-free.
Good	Minor dust or smudges on less than 5% of surfaces. Floors are clean with minimal residue. No strong odours. Rubbish bins are empty but may have minor marks. Glass surfaces have minimal streaks.
Pass	Noticeable dust or smudges on 10% of surfaces. Floors have some residue. Mild odours present. Rubbish bins are not overflowing but not sanitised. Glass surfaces have visible streaks.
Fail	Visible dust or smudges on more than 10% of surfaces. Floors are dirty with visible residue. Strong odours present. Rubbish bins are overflowing and unsanitised. Glass surfaces are heavily streaked.