

Petrol Station

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

Scope of Work

- Dusting of all surfaces including shelves, counters, and displays.
- Sanitising of high-touch areas such as door handles, taps, and payment terminals.
- Mopping of floors with appropriate cleaning solutions.
- Cleaning and sanitising of toilet facilities.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Restocking of cleaning supplies and consumables.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
3. Mop floors using a colour-coded mop and bucket system, ensuring no cross-contamination between areas.
4. Clean toilets using a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner and squeegee, ensuring no streaks remain.
7. Check and restock cleaning supplies, ensuring all items are available for the next service.

Equipment

- Microfibre cloths
- Colour-coded mop and bucket
- Disinfectant spray
- Toilet brush
- Glass cleaner and squeegee
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges, floors are spotless and dry, no odours present, bins are empty and sanitised, glass surfaces are streak-free.
Good	Minor dust on high surfaces, floors are clean with minimal streaks, faint odours may be present, bins are empty but not sanitised, glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces, floors have visible streaks, noticeable odours, bins are not emptied, glass surfaces have visible streaks.
Fail	Heavy dust accumulation, floors are dirty and wet, strong odours present, bins are overflowing, glass surfaces are dirty.