

Stockroom

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and trolley handles.
- Vacuum all carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and organise storage areas to prevent clutter.
- Inspect for and remove any cobwebs or insect presence.
- Ensure all cleaning supplies are stored safely and correctly.

Method

1. Begin by dusting all surfaces from top to bottom to prevent recontamination.
2. Use a colour-coded cleaning system to sanitise high-touch areas, ensuring cross-contamination is avoided.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to capture dust and allergens.
4. Mop hard floors with a neutral pH cleaner to maintain surface integrity.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Organise stock and cleaning supplies to maintain a tidy and efficient workspace.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- HEPA-filter vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Neutral pH floor cleaner
- Sanitising solution
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Rubbish bins are empty and odour-free. Stock is neatly organised.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly clean. Floors are clean with minimal debris. Rubbish bins are empty but may have slight odour. Stock is mostly organised.
Pass	Noticeable dust on surfaces. High-touch areas show some smudges. Floors have visible debris. Rubbish bins are not overflowing but have noticeable odour. Stock is somewhat disorganised.
Fail	Heavy dust accumulation. High-touch areas are visibly dirty. Floors are dirty with significant debris. Rubbish bins are overflowing and have strong odour. Stock is disorganised and cluttered.