

Storage Area

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean any visible stains or spills immediately.
- Ensure all cleaning supplies are stored safely and are clearly labelled.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Sanitise high-touch areas with an appropriate disinfectant, ensuring contact time as per product instructions.
3. Vacuum the floor using a commercial-grade vacuum cleaner, paying special attention to corners and edges.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; bins are clean and odour-free; high-touch areas are sanitised and free from smudges.
Good	Minor dust on high surfaces; floors are clean with minimal residue; bins are emptied and mostly clean; high-touch areas are sanitised with slight smudging.
Pass	Noticeable dust on surfaces; floors have some residue; bins are emptied but not cleaned; high-touch areas are sanitised but visibly smudged.
Fail	Visible dust accumulation; floors are dirty with significant residue; bins are full or have odours; high-touch areas are not sanitised.