

Seating Area

Code: ANCMF-AU-R-SA-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces including tables, chairs, and fixtures.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as armrests, table tops, and door handles.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Inspection and removal of any visible stains or marks on furniture and flooring.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
3. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left behind.
4. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
5. Empty rubbish bins, replace liners, and clean bins with a sanitising solution.
6. Inspect the area for any remaining stains or marks and treat with appropriate cleaning agents.
7. Conduct a final visual inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible stains; high-touch areas are sanitised and free of smudges; bins are empty and clean; no odours present.
Good	Minor dust on less accessible surfaces; floors are clean with minimal stains; high-touch areas are mostly sanitised; bins are empty but may have minor residue; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible stains; high-touch areas are inconsistently sanitised; bins are emptied but not cleaned; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty with prominent stains; high-touch areas are not sanitised; bins are full or dirty; strong odours present.