

Smoking Area

Code: ANCMF-AU-R-SA-03 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all cigarette butts and rubbish from designated smoking areas.
- Empty and sanitise rubbish bins and ashtrays.
- Wipe down and sanitise all seating and tables.
- Sweep and mop floors to remove debris and stains.
- Clean and sanitise any glass or metal surfaces.
- Ensure all signage is clean and visible.
- Check for and remove any unpleasant odours.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by collecting all visible rubbish and cigarette butts using a litter picker and dispose of them in the appropriate rubbish bin.
3. Empty ashtrays and rubbish bins, then sanitise them with a disinfectant spray.
4. Wipe down all seating and tables with a sanitising solution, ensuring all surfaces are free from stains and residue.
5. Sweep the floor to remove loose debris, then mop using a neutral pH cleaner suitable for outdoor surfaces.
6. Clean glass and metal surfaces with an appropriate cleaner to remove fingerprints and smudges.
7. Ensure all signage is wiped clean and free from dirt.
8. Use an odour neutraliser to eliminate any lingering smoke smells.

Equipment

- Colour-coded cleaning cloths and mops
- Litter picker
- Rubbish bin liners
- Disinfectant spray
- Neutral pH floor cleaner
- Glass and metal cleaner
- Odour neutraliser
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible debris, bins are empty and sanitised, no odours present, signage is clear and legible.
Good	Minor stains or debris present, bins are empty but may have slight residue, faint odours detectable, signage mostly clear.
Pass	Noticeable stains or debris, bins not fully sanitised, odours present but not overpowering, signage legible but dirty.
Fail	Significant stains or debris, bins overflowing or unsanitised, strong odours present, signage obscured or unreadable.