

Shopping Center Corridors

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

Scope of Work

- Dusting of all horizontal surfaces including ledges, railings, and signage.
- Vacuuming of carpeted areas and entrance mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as handrails, lift buttons, and door handles.
- Emptying and cleaning of rubbish bins.
- Spot cleaning of walls and glass surfaces.
- Removal of any visible rubbish or debris from floors.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and prevent airborne particles.
2. Vacuum carpeted areas and entrance mats using a commercial-grade vacuum cleaner with HEPA filter to ensure dust and allergens are effectively removed.
3. Mop hard floors with a colour-coded mop and bucket system, using a neutral pH floor cleaner to avoid damage to surfaces.
4. Sanitise high-touch surfaces with a disinfectant spray and wipe using a clean microfibre cloth.
5. Empty rubbish bins, replace liners, and clean the interior and exterior of the bins with a disinfectant solution.
6. Spot clean walls and glass surfaces with a glass cleaner and a lint-free cloth to remove smudges and fingerprints.
7. Conduct a final walkthrough to ensure all areas are clean and free of rubbish or debris.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner with HEPA filter
- Colour-coded mop and bucket system
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Lint-free cloths
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible marks; high-touch surfaces are sanitised and free of smudges; bins are empty and clean; no rubbish or debris visible.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch surfaces are mostly sanitised; bins are empty but may have minor smudges; minimal rubbish or debris visible.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch surfaces have some smudges; bins are emptied but not cleaned; some rubbish or debris visible.
Fail	Significant dust accumulation; floors are dirty with visible stains; high-touch surfaces are not sanitised; bins are full or dirty; rubbish or debris is clearly visible.