

Side Entrance

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

Scope of Work

- Dust and wipe all surfaces, including doors, handles, and ledges.
- Sweep and mop the entrance floor using a colour-coded cleaning system.
- Sanitise high-touch areas such as door handles and push plates.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean glass surfaces, ensuring they are free of smudges and streaks.
- Check and clean any signage or display areas for dust and dirt.
- Ensure entrance mats are clean and free of debris.

Method

1. Prepare the cleaning trolley with appropriate supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sweep the floor thoroughly to remove loose dirt and debris.
4. Mop the floor using a neutral detergent, ensuring the mop is rinsed frequently.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Clean glass surfaces with a glass cleaner, using a squeegee for a streak-free finish.
8. Inspect entrance mats, vacuum or shake out as necessary, and reposition them correctly.

Equipment

- Colour-coded microfibre cloths and mops
- Cleaning trolley
- Neutral detergent
- Approved disinfectant
- Glass cleaner and squeegee
- Vacuum cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust or dirt. Floors are clean and dry with no streaks. Glass surfaces are crystal clear. No unpleasant odours. High-touch areas are sanitised and free of smudges.
Good	Minor dust or dirt on less visible surfaces. Floors are mostly clean with minimal streaks. Glass surfaces have minor smudges. No strong odours. High-touch areas are mostly sanitised.
Pass	Visible dust or dirt on some surfaces. Floors have noticeable streaks. Glass surfaces have visible smudges. Mild odours present. High-touch areas are partially sanitised.
Fail	Significant dust or dirt on multiple surfaces. Floors are dirty or sticky. Glass surfaces are heavily smudged. Strong unpleasant odours. High-touch areas are not sanitised.