

Sales Floor

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

Scope of Work

- Dust all surfaces including shelves, displays, and counters.
- Vacuum all carpeted areas and mats.
- Mop all hard floors using appropriate cleaning solutions.
- Wipe down all glass surfaces and mirrors.
- Empty and sanitise rubbish bins.
- Sanitise high-touch areas such as door handles, railings, and lift buttons.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
5. Empty rubbish bins and replace liners, then sanitise the bins with a disinfectant spray.
6. Use disinfectant wipes to sanitise high-touch areas, ensuring thorough coverage.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and lint-free cloth
- Disinfectant wipes
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible marks; glass surfaces are streak-free; bins are empty and odour-free; high-touch areas are sanitised and free of fingerprints.
Good	Minor dust on surfaces; floors have minimal marks; glass surfaces have slight streaks; bins are empty but may have slight odour; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible marks; glass surfaces have visible streaks; bins are not overflowing but have noticeable odour; high-touch areas are inconsistently sanitised.
Fail	Heavy dust accumulation; floors are dirty with visible debris; glass surfaces are heavily streaked; bins are overflowing and have strong odour; high-touch areas are not sanitised.