

Staff Lockers

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

Scope of Work

- Dust all surfaces including tops of lockers and shelves.
- Wipe down locker exteriors with a damp cloth and appropriate cleaning solution.
- Sanitise locker handles and touchpoints using a disinfectant.
- Vacuum floors around locker areas to remove debris and dust.
- Mop floors with a suitable cleaning solution to remove stains and spills.
- Empty and clean rubbish bins, replacing liners as needed.
- Check for and remove any unpleasant odours using odour-neutralising products.

Method

1. Begin by dusting all surfaces, starting from the top of the lockers and working downwards.
2. Use a damp cloth with a neutral pH cleaning solution to wipe down all locker exteriors.
3. Apply a disinfectant to all handles and touchpoints, allowing the recommended contact time for effective sanitisation.
4. Vacuum the floor area around the lockers, ensuring all debris is removed.
5. Mop the floor using a colour-coded mop and bucket system to prevent cross-contamination.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Use an odour-neutralising spray to address any lingering odours.

Equipment

- Microfibre cloths
- Neutral pH cleaning solution
- Disinfectant spray
- Vacuum cleaner
- Colour-coded mop and bucket
- Rubbish bin liners
- Odour-neutralising spray

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; locker handles and touchpoints are fully sanitised; floors are spotless and free of debris; no odours present; rubbish bins are clean and lined.
Good	Minor dust or marks on surfaces; locker handles and touchpoints mostly sanitised; floors are clean with minimal debris; slight odours may be present; rubbish bins are clean and lined.
Pass	Noticeable dust or marks on surfaces; locker handles and touchpoints partially sanitised; floors have some debris; noticeable odours present; rubbish bins are lined but not fully clean.
Fail	Significant dust or marks on surfaces; locker handles and touchpoints not sanitised; floors are dirty with visible debris; strong odours present; rubbish bins are dirty and unlined.