

Training Room

Code: ANCMF-AU-R-TR-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and other presentation equipment.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Vacuum carpets thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch areas using a disinfectant that meets Australian standards.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Check and refill hand sanitiser dispensers as needed.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible stains; high-touch areas are sanitised and free of fingerprints; rubbish bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on surfaces; floors have minimal stains; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor residue; glass surfaces have minor streaks.
Pass	Noticeable dust on some surfaces; floors have visible stains; high-touch areas are partially sanitised; rubbish bins are not emptied; glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty with multiple stains; high-touch areas are not sanitised; rubbish bins are overflowing; glass surfaces are heavily streaked.