

Window Display

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

Scope of Work

- Remove all visible dirt, dust, and debris from window surfaces.
- Sanitise window glass to remove smudges, fingerprints, and streaks.
- Dust and wipe down window frames and sills.
- Clean and sanitise any display items within the window area.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Use a microfibre cloth to dust window frames and sills.
3. Apply a suitable glass cleaner to the window surface and wipe with a squeegee, ensuring no streaks are left.
4. Sanitise the window glass with an appropriate sanitising solution.
5. Inspect the window display for any remaining dirt or smudges and repeat cleaning if necessary.
6. Dispose of any rubbish in the designated rubbish bin and ensure the area is tidy.

Equipment

- Microfibre cloths
- Squeegee
- Glass cleaner
- Sanitising solution
- Colour-coded cleaning cloths
- Cleaning trolley
- Rubbish bin

Quality Criteria

Performance Level	Criteria
Excellent	Windows are completely free of dirt, smudges, and streaks; frames and sills are dust-free; display items are spotless and sanitised.
Good	Minor smudges or streaks visible only upon close inspection; frames and sills mostly dust-free; display items are clean.
Pass	Visible smudges or streaks from a distance; some dust on frames and sills; display items are mostly clean.
Fail	Obvious dirt, smudges, or streaks visible from a distance; significant dust on frames and sills; display items are visibly dirty.