

Cleaning Store

Code: ANCMF-AU-TH-CS-05 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting all surfaces including shelves, storage units, and equipment.
- Sanitising high-touch areas such as door handles, light switches, and trolley handles.
- Vacuuming and mopping floors to remove dirt and debris.
- Wiping down and disinfecting all cleaning equipment after use.
- Organising and maintaining a tidy storage area for cleaning supplies.
- Emptying rubbish bins and replacing liners.
- Checking and restocking cleaning supplies as needed.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring all surfaces are thoroughly wiped.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure dust and allergens are captured.
4. Mop the floor with a neutral pH cleaner to maintain floor finish and prevent damage.
5. Wipe down all cleaning equipment with a disinfectant wipe after use to prevent cross-contamination.
6. Organise cleaning supplies on shelves, ensuring labels are facing forward and items are easily accessible.
7. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
8. Check inventory levels of cleaning supplies and restock as necessary, ensuring compliance with safety data sheets (SDS).

Equipment

- Microfibre cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant wipes
- Rubbish bin liners
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless and dry; equipment is clean and organised; rubbish bins are empty and clean; supplies are fully stocked and neatly arranged.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors are clean with minimal streaks; equipment is mostly clean and organised; rubbish bins are emptied but may have minor residue; supplies are mostly stocked and organised.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors are clean but with visible streaks; equipment is somewhat clean; rubbish bins are emptied but not cleaned; supplies are low but available.
Fail	Visible dust and dirt on surfaces; high-touch areas are not sanitised; floors are dirty or sticky; equipment is dirty or disorganised; rubbish bins are full or dirty; supplies are insufficient or disorganised.