

Electronics Store

Code: ANCMF-AU-TH-ES-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all electronic displays, shelves, and surfaces.
- Sanitising of high-touch areas including door handles, counters, and payment terminals.
- Vacuuming of carpeted areas and mopping of hard floors.
- Cleaning of glass surfaces and mirrors to ensure they are free from smudges and streaks.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and fixtures as needed.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust without dispersing it into the air.
2. Sanitise high-touch areas using a disinfectant solution approved by Australian standards, ensuring all surfaces remain wet for the contact time specified by the manufacturer.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left behind.
5. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Conduct a final inspection to ensure all areas meet the specified quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Glass cleaner
- Disinfectant solution
- Lint-free cloths
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, smudges, and streaks. Floors are spotless with no visible debris. High-touch areas are sanitised and free from fingerprints. Rubbish bins are empty and sanitised.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal debris. High-touch areas are mostly sanitised with few fingerprints. Rubbish bins are empty but may have minor odours.
Pass	Noticeable dust on surfaces. Floors have visible debris. High-touch areas have visible fingerprints. Rubbish bins are not overflowing but have noticeable odours.
Fail	Significant dust accumulation. Floors are dirty with visible debris. High-touch areas are unsanitised with visible dirt. Rubbish bins are overflowing and unsanitised.