

Fashion Store

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

Scope of Work

- Dusting of all surfaces including shelves, displays, and counters.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, taps, and fitting room surfaces.
- Cleaning of mirrors and glass surfaces to ensure streak-free clarity.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and fixtures as needed.
- Ensuring fitting rooms are clean and free of debris.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from top to bottom to capture all dust particles.
3. Vacuum carpets and rugs thoroughly, paying attention to edges and corners.
4. Mop hard floors with a microfibre mop and appropriate cleaning solution.
5. Sanitise high-touch areas using a disinfectant spray and cloth.
6. Clean mirrors and glass with a glass cleaner and microfibre cloth.
7. Empty rubbish bins, replace liners, and sanitise the bin interior.
8. Conduct a final walkthrough to ensure all areas meet cleanliness standards.

Equipment

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| • Microfibre cloths | • Colour-coded cleaning cloths | • Rubbish bin liners |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Microfibre mop | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; mirrors and glass are streak-free; no rubbish present; high-touch areas are sanitised; fitting rooms are immaculate.
Good	Minor dust on high surfaces; floors are clean with minimal marks; mirrors and glass have minor streaks; bins are empty; high-touch areas mostly sanitised; fitting rooms are tidy.
Pass	Noticeable dust on surfaces; floors have visible marks; mirrors and glass have visible streaks; bins are not overflowing; some high-touch areas sanitised; fitting rooms have minor debris.
Fail	Heavy dust accumulation; floors are dirty; mirrors and glass are heavily streaked; bins are overflowing; high-touch areas are not sanitised; fitting rooms are untidy.