

Furniture Store

Code: ANCMF-AU-TH-FS-04 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all furniture surfaces, including shelves, tables, and display units.
- Vacuum all carpeted areas and rugs.
- Mop hard floors using appropriate cleaning solutions.
- Wipe down all glass surfaces, including mirrors and display cases.
- Sanitise high-touch areas such as door handles, light switches, and lift buttons.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from top to bottom to ensure all surfaces are free of dust and debris.
3. Vacuum carpets and rugs thoroughly, ensuring edges and corners are clean.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Use a glass cleaner for all glass surfaces, ensuring streak-free results.
6. Sanitise high-touch areas with a disinfectant approved by Australian standards.
7. Dispose of rubbish in accordance with local waste management regulations.

Equipment

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| • Microfibre cloths | • Glass cleaner | • Colour-coded cleaning cloths and mops |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | |
| • Mop and bucket with wringer | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or debris visible. Floors are shiny and free of marks. Glass surfaces are streak-free. High-touch areas are sanitised and have no visible fingerprints. Rubbish bins are empty and clean.
Good	Minor dust on less accessible surfaces. Floors have minimal marks. Glass surfaces have minor streaks. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces. Floors have visible marks. Glass surfaces have visible streaks. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have visible residue.
Fail	Significant dust accumulation. Floors are dirty with visible stains. Glass surfaces are streaked and dirty. High-touch areas are not sanitised. Rubbish bins are overflowing or dirty.