

Newsstand

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

Scope of Work

- Dusting all surfaces including shelves, counters, and display units.
- Sanitising high-touch areas such as counters, payment terminals, and door handles.
- Vacuuming and mopping floors to remove dirt and debris.
- Emptying rubbish bins and replacing liners.
- Cleaning glass surfaces and windows to remove smudges and fingerprints.
- 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 particles effectively.
2. Sanitise high-touch areas with a disinfectant solution approved by Australian standards.
3. Vacuum the floor using a HEPA-filtered vacuum cleaner to ensure air quality is maintained.
4. Mop the floor with a neutral pH cleaner to prevent damage to flooring materials.
5. Empty rubbish bins, replace liners, and ensure bins are sanitised.
6. Clean glass surfaces with a streak-free glass cleaner and a microfibre cloth.

Equipment

- Microfibre cloths
- Neutral pH floor cleaner
- Streak-free glass cleaner
- HEPA-filtered vacuum cleaner
- Disinfectant solution
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible debris; high-touch areas are sanitised and free of fingerprints; glass surfaces are crystal clear with no streaks; rubbish bins are empty and sanitised.
Good	Minor dust on surfaces; floors have minimal debris; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins are not emptied.
Fail	Surfaces are dusty; floors are dirty with significant debris; high-touch areas are not sanitised; glass surfaces are streaked and dirty; rubbish bins are overflowing.