

Boiler Room

Code: ANCMF-AU-EF-BR-02 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including pipes, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Remove rubbish and replace bin liners.
- Inspect and clean vents and air ducts for dust accumulation.
- Wipe down walls and remove any cobwebs.
- Ensure all cleaning activities comply with relevant safety standards.

Method

1. Prepare the area by removing any obstacles and ensuring adequate ventilation.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using microfibre cloths to capture dust effectively.
4. Sanitise high-touch areas with an appropriate disinfectant.
5. Vacuum the floor using a HEPA-filter vacuum cleaner.
6. Mop the floor with a neutral pH cleaner suitable for industrial environments.
7. Empty rubbish bins and replace liners, ensuring waste is disposed of according to facility guidelines.
8. Inspect and clean vents and air ducts using a vacuum attachment or dusting tool.
9. Wipe down walls with a damp cloth to remove any marks or cobwebs.
10. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Dusting tools
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish present; high-touch areas are fully sanitised; vents and ducts are clear of dust.
Good	Minor dust on non-critical surfaces; floors are clean with minimal streaks; rubbish bins are empty; high-touch areas are mostly sanitised; vents and ducts have minimal dust.
Pass	Noticeable dust on some surfaces; floors are clean but may have visible streaks; rubbish bins are mostly empty; high-touch areas are partially sanitised; vents and ducts have some dust.
Fail	Significant dust accumulation; floors are dirty or sticky; rubbish bins are full; high-touch areas are not sanitised; vents and ducts are clogged with dust.