

Chemical Store

Code: ANCMF-AU-GB-CS-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, containers, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Mop floors with appropriate cleaning solution to remove spills and stains.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean ventilation grilles to ensure dust-free air flow.
- Ensure all cleaning activities comply with relevant safety and environmental regulations.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a damp microfibre cloth to capture dust particles.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
4. Use a mop and bucket with a neutral pH cleaner to mop the floor, ensuring all spills are removed.
5. Empty rubbish bins, replace liners, and sanitise the bin exterior.
6. Wipe down ventilation grilles with a damp cloth to remove dust build-up.

Equipment

- | | | |
|----------------------------------|----------------------------|----------------------|
| • Colour-coded microfibre cloths | • Neutral pH floor cleaner | • Mop and bucket |
| • Cleaning trolley | • Disinfectant spray | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and stains; high-touch areas are sanitised; floors are spotless with no visible marks; rubbish bins are clean and odour-free; ventilation grilles are dust-free.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; floors have minor marks; rubbish bins are clean but may have slight odour; ventilation grilles have minimal dust.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible marks; rubbish bins have noticeable odour; ventilation grilles have visible dust.
Fail	Significant dust and stains on surfaces; high-touch areas not sanitised; floors are dirty with spills; rubbish bins are overflowing or have strong odour; ventilation grilles are clogged with dust.