

Electrical Room

Code: ANCMF-AU-H-ER-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces, including equipment and shelving.
- Wipe down all accessible surfaces with a damp cloth.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Inspect for and remove any cobwebs.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free of dust.
3. Wipe down surfaces with a damp microfibre cloth, ensuring no moisture is left on electrical equipment.
4. Sanitise high-touch areas using an appropriate disinfectant.
5. Vacuum the floor using a HEPA-filter vacuum cleaner.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning cloths
- Disinfectant spray
- Dusting tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; no visible fingerprints or smudges; high-touch areas are sanitised; bins are empty and odour-free; no cobwebs present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; bins are empty but may have slight odour; no cobwebs present.
Pass	Noticeable dust on surfaces; some high-touch areas not sanitised; bins are emptied but have noticeable odour; some cobwebs present.
Fail	Significant dust accumulation; high-touch areas not sanitised; bins are full or have strong odour; cobwebs present.