

Assembly Line

Code: ANCMF-AU-I-AL-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Dusting of all surfaces including machinery, equipment, and workstations.
- Sanitising of high-touch areas such as control panels, switches, and handrails.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass partitions.
- Wiping down of walls and doors to remove marks and stains.

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, ensuring all surfaces are thoroughly wiped.
3. Use a commercial vacuum cleaner to remove dust and debris from the floor, paying special attention to corners and under equipment.
4. Mop the floors using a neutral pH cleaner suitable for industrial environments, ensuring no residue is left.
5. Empty rubbish bins and replace liners, then sanitise the bins with a disinfectant spray.
6. Clean windows and glass partitions with a glass cleaner, ensuring a streak-free finish.
7. Wipe down walls and doors with a damp cloth and appropriate cleaning solution to remove any marks or stains.

Equipment

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| • Microfibre cloths | • Mop and bucket with neutral pH cleaner | • Damp cloths |
| • Disinfectant solution | • Rubbish bin liners | |
| • Commercial vacuum cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible marks; floors are spotless with no residue; bins are empty and sanitised; windows and glass are streak-free; walls and doors are clean with no visible marks.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; floors mostly clean with minimal residue; bins empty but not sanitised; windows and glass mostly streak-free; walls and doors mostly clean with few marks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have some residue; bins not emptied or sanitised; windows and glass have streaks; walls and doors have visible marks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors dirty with visible residue; bins overflowing; windows and glass dirty with streaks; walls and doors heavily marked.