

## Air Receiver Room

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

### Scope of Work

- Dust all surfaces including machinery, pipes, and ledges.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean air vents and filters to prevent dust accumulation.
- Ensure all cleaning equipment is stored neatly and safely after use.

### 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 contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Check air vents and filters, clean with a damp cloth to remove dust build-up.
7. Organise cleaning equipment on the trolley and store it in the designated area.

### Equipment

- |                              |                            |                    |
|------------------------------|----------------------------|--------------------|
| • Microfibre cloths          | • Neutral pH floor cleaner | • Cleaning trolley |
| • Disinfectant solution      | • Mop and bucket           |                    |
| • HEPA-filter vacuum cleaner | • Rubbish bin liners       |                    |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                               |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and marks; floors are spotless with no residue; air vents are visibly clean; no odours present; rubbish bins are clean and odour-free. |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal residue; air vents have minor dust; no strong odours; rubbish bins are clean with slight odour.             |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have some residue; air vents show dust build-up; mild odours present; rubbish bins are not completely clean.                       |
| <b>Fail</b>       | Heavy dust on surfaces; floors are dirty with visible residue; air vents are clogged with dust; strong odours present; rubbish bins are dirty and odorous.             |