

## Boiler Room

Code: ANCMF-AU-I-BR-03 • Facility: Industrial • Frequency: daily

### Scope of Work

- Dusting of all surfaces including pipes, ledges, and equipment.
- Sanitising of high-touch surfaces such as door handles and control panels.
- Mopping of floors with appropriate cleaning solution.
- Removal of rubbish and replacement of rubbish bin liners.
- Inspection and cleaning of ventilation grilles and air vents.
- Wiping down of walls and equipment exteriors to remove grime and stains.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per product instructions.
4. Mop the floor using a damp mop and a suitable cleaning solution, ensuring no excess water is left on the floor.
5. Empty rubbish bins and replace liners, ensuring waste is disposed of according to facility protocols.
6. Inspect and clean ventilation grilles and air vents using a vacuum with a HEPA filter.
7. Wipe down walls and equipment exteriors with a damp cloth to remove any visible grime or stains.

### Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Approved disinfectant
- Damp mop and bucket
- Vacuum with HEPA filter
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and grime; high-touch areas are sanitised with no visible residue; floors are spotless with no water marks; rubbish bins are empty and clean; ventilation grilles and air vents are dust-free.        |
| <b>Good</b>       | Minor dust on high surfaces; high-touch areas are sanitised with minimal residue; floors are clean with slight water marks; rubbish bins are emptied but may have minor residue; ventilation grilles and air vents have minimal dust. |
| <b>Pass</b>       | Noticeable dust on surfaces; high-touch areas sanitised but with visible residue; floors have visible water marks; rubbish bins are emptied but dirty; ventilation grilles and air vents have visible dust.                           |
| <b>Fail</b>       | Significant dust and grime on surfaces; high-touch areas not sanitised; floors are dirty with standing water; rubbish bins are full or overflowing; ventilation grilles and air vents are clogged with dust.                          |