

## Bulk Storage

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

### Scope of Work

- Dusting of all horizontal surfaces including shelves, beams, and ledges.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles and light switches.
- Removal of rubbish and replacement of rubbish bin liners.
- Inspection and cleaning of spillages promptly to prevent hazards.

### Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from top to bottom to ensure all surfaces are free from dust.
3. Vacuum floors using an industrial vacuum cleaner with HEPA filters.
4. Mop floors using a trolley with separate compartments for clean and dirty water.
5. Sanitise high-touch areas with a disinfectant spray and cloth.
6. Empty rubbish bins and replace liners, ensuring waste is disposed of according to local regulations.

### Equipment

- Industrial vacuum cleaner with HEPA filter
- Microfibre cloths
- Mop and bucket trolley
- Colour-coded cleaning cloths
- Disinfectant spray
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                            |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean with no dust or debris. Floors are spotless and dry. High-touch areas are sanitised and free from smudges. No rubbish is present, and bins are clean and odour-free. |
| <b>Good</b>       | Minor dust on high surfaces. Floors are clean with minimal marks. High-touch areas are mostly sanitised. Bins are emptied but may have slight odour.                                                |
| <b>Pass</b>       | Noticeable dust on surfaces. Floors have visible marks. High-touch areas are partially sanitised. Bins are emptied but not clean.                                                                   |
| <b>Fail</b>       | Significant dust and debris on surfaces. Floors are dirty and wet. High-touch areas are not sanitised. Rubbish is overflowing, and bins are dirty and odorous.                                      |