

CNC Area

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

Scope of Work

- Dust and wipe down all CNC machines and surrounding surfaces.
- Sanitise all high-touch surfaces including control panels and handles.
- Vacuum and mop floors to remove metal shavings and debris.
- Empty and clean rubbish bins, ensuring proper waste segregation.
- Inspect and clean air vents and filters to maintain air quality.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture fine particles.
2. Use a sanitising solution to wipe down all high-touch surfaces, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using an industrial vacuum cleaner equipped with a HEPA filter to capture fine metal particles.
4. Mop the floor with a suitable industrial floor cleaner, ensuring no residue is left behind.
5. Empty rubbish bins and replace liners, ensuring waste is disposed of according to facility protocols.
6. Clean air vents and filters using a vacuum and damp cloth, ensuring no dust or debris is left.

Equipment

- Microfibre cloths
- Industrial vacuum cleaner with HEPA filter
- Sanitising solution
- Industrial floor cleaner
- Mop and bucket
- Colour-coded cleaning tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or debris. High-touch surfaces are sanitised with no residue. Floors are spotless with no visible metal shavings. Air vents are free of dust. Rubbish bins are empty and clean.
Good	Minor dust on non-critical surfaces. High-touch surfaces are mostly sanitised. Floors have minimal debris. Air vents have slight dust. Rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces. High-touch surfaces are partially sanitised. Floors have visible debris. Air vents have visible dust. Rubbish bins are not fully emptied.
Fail	Significant dust and debris on surfaces. High-touch surfaces are not sanitised. Floors are dirty with metal shavings. Air vents are clogged with dust. Rubbish bins are full and dirty.