

Clean Room

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

Scope of Work

- Dusting all surfaces including equipment, walls, and ceilings.
- Sanitising workstations, benches, and high-touch areas.
- Vacuuming floors with HEPA-filtered vacuum cleaners.
- Mopping floors with appropriate disinfectant solutions.
- Wiping down windows and glass surfaces.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning equipment is clean and stored correctly.

Method

1. Ensure all personnel are wearing appropriate PPE before entering the clean room.
2. Use colour-coded cleaning systems to prevent cross-contamination.
3. Begin by dusting from top to bottom to capture all particles.
4. Sanitise all surfaces using approved disinfectants, focusing on high-touch areas.
5. Vacuum floors using HEPA-filtered vacuum cleaners to capture fine particles.
6. Mop floors with a disinfectant solution, ensuring even coverage.
7. Wipe down windows and glass surfaces with a streak-free cleaner.
8. Empty rubbish bins, replace liners, and sanitise the bins.
9. Inspect all areas to ensure compliance with cleanliness standards.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Colour-coded mops and buckets
- Approved disinfectants
- Streak-free glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris; surfaces are sanitised and streak-free; no odours; bins are empty and sanitised; all equipment is clean and stored correctly.
Good	Minimal dust or debris; surfaces are mostly sanitised and streak-free; slight odours; bins are empty but not fully sanitised; most equipment is clean and stored correctly.
Pass	Some dust or debris; surfaces are partially sanitised; noticeable odours; bins are not empty or sanitised; some equipment is not clean or stored correctly.
Fail	Visible dust or debris; surfaces are not sanitised; strong odours; bins are full and not sanitised; equipment is dirty and not stored correctly.