

Consumables Store

Code: ANCMF-AU-I-CS-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, storage units, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Inspect and clean windows and glass surfaces.
- Ensure all cleaning activities are performed using a colour-coded cleaning system to prevent cross-contamination.

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 floors using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
6. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from smudges; windows are crystal clear; no rubbish present.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; windows have minor streaks; rubbish bins are empty.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; windows have visible streaks; rubbish bins are not overflowing.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; windows are dirty; rubbish bins are overflowing.