

Dispatch Area

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

Scope of Work

- Dusting of all horizontal surfaces, including shelves and equipment.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces, including door handles and light switches.
- Emptying and cleaning of rubbish bins.
- Spot cleaning of walls and partitions.
- Cleaning and sanitising of loading docks and surrounding areas.
- Inspection and cleaning of floor drains.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Mop floors using a colour-coded mop and bucket system, ensuring the use of appropriate cleaning solutions for the floor type.
4. Sanitise high-touch surfaces with a disinfectant spray and wipe with a clean cloth.
5. Empty rubbish bins, replace liners, and clean the interior and exterior of the bins.
6. Spot clean walls and partitions with a damp cloth and mild detergent.
7. Clean loading docks using a pressure washer if necessary, ensuring all debris is removed.
8. Inspect and clean floor drains, ensuring they are free from blockages.

Equipment

- Microfibre cloths
- Disinfectant spray
- Pressure washer
- Colour-coded mop and bucket
- Rubbish bin liners
- Safety signs

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; floors are spotless with no visible marks; high-touch surfaces are sanitised and free from smudges; rubbish bins are clean and odour-free; loading docks are immaculate with no debris.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch surfaces are mostly sanitised; rubbish bins are clean with slight odour; loading docks have minimal debris.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch surfaces are partially sanitised; rubbish bins have some odour; loading docks have some debris.
Fail	Excessive dust on surfaces; floors are dirty with numerous marks; high-touch surfaces are unsanitised; rubbish bins are dirty and odorous; loading docks are cluttered with debris.