

Drying Area

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

Scope of Work

- Dusting all surfaces including shelves, ledges, and equipment.
- Vacuuming floors to remove dust and debris.
- Mopping floors with appropriate cleaning solution.
- Wiping down walls and doors to remove marks and stains.
- Sanitising high-touch areas such as door handles and switches.
- Emptying and sanitising rubbish bins.
- Inspecting and cleaning air vents and filters.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth.
3. Vacuum the floors using an industrial vacuum cleaner.
4. Mop the floors with a neutral pH cleaning solution.
5. Wipe down walls and doors with a damp cloth and appropriate cleaner.
6. Sanitise high-touch areas with a disinfectant spray.
7. Empty rubbish bins and replace liners, then sanitise the bins.
8. Inspect air vents and filters, clean with a vacuum or damp cloth.

Equipment

- Colour-coded microfibre cloths
- Industrial vacuum cleaner
- Mop and bucket
- Neutral pH cleaning solution
- Disinfectant spray
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; high-touch areas are fully sanitised; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; faint odours may be present; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; floors have visible streaks; noticeable odours present; high-touch areas are partially sanitised; rubbish bins have some residue and odour.
Fail	Heavy dust accumulation; floors are dirty or sticky; strong odours present; high-touch areas are not sanitised; rubbish bins are overflowing or dirty.