

Emergency Assembly Area

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

Scope of Work

- Remove all rubbish and debris from the area.
- Sanitise all surfaces, including benches and handrails.
- Sweep and mop all hard floors using a colour-coded cleaning system.
- Inspect and clean any signage for visibility and cleanliness.
- Ensure all rubbish bins are emptied and sanitised.
- Check and clean any emergency equipment surfaces for dust and grime.

Method

1. Begin by donning appropriate personal protective equipment (PPE).
2. Use a colour-coded trolley to organise cleaning supplies and equipment.
3. Remove all visible rubbish and debris, placing it in designated rubbish bins.
4. Sanitise all surfaces with an approved disinfectant, focusing on high-touch areas.
5. Sweep the floor thoroughly, ensuring all corners and edges are reached.
6. Mop the floor using a damp mop and appropriate cleaning solution, ensuring no residue is left.
7. Inspect and clean all signage, ensuring it is free of dust and easily readable.
8. Empty and sanitise rubbish bins, replacing liners as needed.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning trolley
- Approved disinfectant and cleaning solutions
- Brooms and dustpans
- Mops and buckets
- Microfibre cloths
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, with no dust or debris present. Floors are spotless with no streaks or residue. Signage is clear and legible. Rubbish bins are empty and odour-free.
Good	Surfaces are mostly clean with minor dust in low-traffic areas. Floors have minimal streaks. Signage is mostly clear. Rubbish bins are empty but may have slight odour.
Pass	Surfaces have some dust and minor debris. Floors show streaks and some residue. Signage is legible but dusty. Rubbish bins are not overflowing but have noticeable odour.
Fail	Surfaces are visibly dirty with significant dust and debris. Floors are streaked and sticky. Signage is unclear or obstructed. Rubbish bins are overflowing and have strong odour.