

Equipment Bay

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Sanitise all high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty and sanitise rubbish bins.
- Clean and polish windows and glass surfaces.
- Ensure all cleaning equipment is maintained and stored correctly.

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 commercial-grade vacuum cleaner with HEPA filter 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 sanitise the bin interior and exterior.
6. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.
7. Inspect all cleaning equipment for wear and tear, clean, and store on the trolley.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no residue; high-touch areas are sanitised with no visible marks; windows are streak-free; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; windows have minor streaks; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are inconsistently sanitised; windows have visible streaks; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; windows are dirty; strong odours present.