

Electrical Control Room

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

Scope of Work

- Dust all surfaces including control panels, consoles, and shelving.
- Vacuum floors using a HEPA-filter vacuum to minimise airborne particles.
- Wipe down surfaces with anti-static cloths to prevent static build-up.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure proper airflow.

Method

1. Prepare the area by removing any obstacles and ensuring all equipment is powered down if necessary.
2. Use a colour-coded cleaning system to avoid cross-contamination.
3. Dust surfaces using anti-static cloths, starting from the highest point and working downwards.
4. Vacuum floors with a HEPA-filter vacuum, paying special attention to corners and edges.
5. Wipe down all surfaces with a damp anti-static cloth.
6. Sanitise high-touch areas using an appropriate disinfectant.
7. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
8. Inspect air vents and clean with a vacuum or damp cloth as needed.

Equipment

- HEPA-filter vacuum cleaner
- Colour-coded cleaning cloths
- Rubbish bin liners
- Anti-static cloths
- Disinfectant spray
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surface; floors are spotless; all high-touch areas are sanitised and free of smudges; air vents are clean and unobstructed.
Good	Minor dust on less accessible surfaces; floors are clean with no visible debris; high-touch areas are mostly sanitised; air vents have minimal dust.
Pass	Noticeable dust on surfaces; some debris on floors; high-touch areas show signs of use but are generally clean; air vents have some dust accumulation.
Fail	Significant dust and debris on surfaces and floors; high-touch areas are visibly dirty; air vents are clogged or heavily dust-laden.