

Electrical Workshop

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

Scope of Work

- Dust all surfaces including workbenches, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum floors to remove dust and debris.
- Mop floors with appropriate cleaning solution to remove stains and spills.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning equipment is stored properly after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
3. Use a vacuum cleaner with a HEPA filter to vacuum floors, ensuring all corners and under equipment are covered.
4. Mop floors using a colour-coded mop and bucket system to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are free of stains and watermarks.
7. Inspect all areas to ensure compliance with cleaning standards and rectify any missed spots.

Equipment

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| • Microfibre cloths | • Vacuum cleaner with HEPA filter | • Rubbish bin liners |
| • Disinfectant spray | • Colour-coded mop and bucket | • Non-abrasive cleaner |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no residue. Floors are spotless with no visible stains. Rubbish bins are empty and clean. No odours present.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor stains. Rubbish bins are emptied but may have minor residue. Minimal odours present.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible stains. Rubbish bins are not emptied regularly. Noticeable odours present.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant stains. Rubbish bins are full. Strong odours present.