

Fabrication Area

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

Scope of Work

- Dusting of all surfaces, including machinery and workbenches.
- Sanitising of high-touch areas such as door handles, switches, and control panels.
- Vacuuming of floors to remove metal shavings and debris.
- Mopping of floors with appropriate cleaning agents to remove stains and spills.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass partitions to remove smudges and fingerprints.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using microfibre cloths to capture dust and prevent redistribution.
2. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
3. Use an industrial vacuum cleaner to remove all debris from the floor, paying special attention to corners and under machinery.
4. Mop the floor using a detergent solution, ensuring all spills and stains are thoroughly cleaned.
5. Empty rubbish bins and replace liners, then sanitise the bins with a disinfectant spray.
6. Clean windows and glass partitions using a glass cleaner and squeegee for a streak-free finish.
7. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

- Microfibre cloths
- Disinfectant spray
- Industrial vacuum cleaner
- Mop and bucket with detergent solution
- Rubbish bin liners
- Glass cleaner and squeegee
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless with no stains or spills; rubbish bins are empty and sanitised; windows and glass are streak-free.
Good	Minor dust on surfaces; high-touch areas are mostly sanitised; floors have minor stains; rubbish bins are empty but not sanitised; windows and glass have minor streaks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible stains; rubbish bins are not emptied; windows and glass have visible streaks.
Fail	Significant dust and debris on surfaces; high-touch areas not sanitised; floors are dirty with multiple stains; rubbish bins are overflowing; windows and glass are dirty.