

Forklift Charging Station

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

Scope of Work

- Dust and wipe down all surfaces, including charging stations, cables, and surrounding areas.
- Mop floors to remove any spills, dirt, or debris.
- Sanitise high-touch areas such as switches and handles.
- Empty rubbish bins and replace liners.
- Inspect and clean any visible stains or marks on walls and floors.
- Ensure all cleaning activities comply with relevant safety and environmental regulations.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces with a microfibre cloth.
3. Use a damp mop with a neutral detergent to clean the floors.
4. Sanitise high-touch areas using an appropriate disinfectant.
5. Empty rubbish bins and replace liners, ensuring waste is disposed of according to regulations.
6. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Neutral detergent
- Colour-coded cleaning tools
- Mop and bucket
- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, floors are free of debris and stains, no odours present, high-touch areas are thoroughly sanitised, and rubbish bins are empty with new liners.
Good	Minor dust on surfaces, floors are clean with minimal debris, no strong odours, high-touch areas are sanitised, and rubbish bins are emptied.
Pass	Visible dust on some surfaces, floors have some debris, mild odours present, high-touch areas are partially sanitised, and rubbish bins are not overflowing.
Fail	Significant dust accumulation, floors are dirty with visible stains, strong odours present, high-touch areas are not sanitised, and rubbish bins are overflowing.