

Finished Goods Store

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

Scope of Work

- Dusting of all horizontal surfaces, including shelves and storage units.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles and light switches.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to ensure clarity and visibility.
- Inspection and cleaning of air vents and ducts to prevent dust accumulation.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust particles.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch surfaces using a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant spray.
6. Clean windows and glass surfaces with a streak-free glass cleaner.
7. Inspect air vents and ducts, and clean using a vacuum with a brush attachment.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Rubbish bin liners
- Streak-free glass cleaner
- Vacuum with brush attachment

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no streaks; high-touch surfaces are sanitised and free of smudges; rubbish bins are clean and odour-free; windows are crystal clear with no streaks; air vents are free of dust.
Good	Minor dust on surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are clean with slight odour; windows have minor streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; windows are streaked; air vents have visible dust.
Fail	Heavy dust on surfaces; floors are dirty with significant streaks; high-touch surfaces are unsanitised; rubbish bins are dirty and odorous; windows are dirty and streaked; air vents are clogged with dust.