

## Goods Inward

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

### Scope of Work

- Dusting of all surfaces including shelves, racks, and equipment.
- Sanitising of high-touch areas such as door handles, switches, and handrails.
- Sweeping and mopping of floors to remove dirt, debris, and spills.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Maintaining cleanliness of loading docks and entry points.

### Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Sanitise high-touch areas with a disinfectant solution, ensuring all surfaces are thoroughly wiped.
3. Sweep the floor to remove loose dirt and debris, then mop using a neutral detergent solution.
4. Empty rubbish bins, replace liners, and clean the interior and exterior of the bins.
5. Clean windows and glass surfaces with a glass cleaner and squeegee for a streak-free finish.
6. Inspect loading docks and entry points, removing any debris and ensuring surfaces are clean.

### Equipment

- Microfibre cloths
- Disinfectant solution
- Broom and dustpan
- Mop and bucket with neutral detergent
- Rubbish bin liners
- Glass cleaner and squeegee
- Colour-coded cleaning trolleys

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and smudges; floors are spotless with no visible debris; high-touch areas are sanitised and free of marks; rubbish bins are clean and odour-free; windows are streak-free. |
| <b>Good</b>       | Minor dust on high surfaces; floors have minimal debris; high-touch areas are mostly sanitised; rubbish bins are clean but may have slight odour; windows have minor streaks.                              |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible debris; high-touch areas are inconsistently sanitised; rubbish bins have noticeable odour; windows have visible streaks.                                  |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; rubbish bins are overflowing and odorous; windows are dirty with significant streaks.               |