

Hazardous Materials Store

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

Scope of Work

- Dusting of all surfaces, including shelves and storage units.
- Sanitising of floors and high-touch surfaces.
- Removal of rubbish and waste materials in compliance with hazardous waste protocols.
- Cleaning of spills immediately using appropriate materials and methods.
- Inspection and cleaning of ventilation systems to prevent dust accumulation.
- Use of colour-coded cleaning systems to prevent cross-contamination.

Method

1. Ensure all personnel are wearing appropriate PPE before entering the area.
2. Begin by dusting all surfaces using a damp microfibre cloth to capture dust particles.
3. Sanitise floors using a mop and approved sanitising solution, ensuring even coverage.
4. Wipe down high-touch surfaces with disinfectant wipes.
5. Collect and dispose of rubbish in designated bins, following hazardous waste disposal guidelines.
6. Clean any spills immediately using spill kits and appropriate absorbent materials.
7. Inspect and clean ventilation grilles with a vacuum equipped with a HEPA filter.

Equipment

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|---|--|---------------------------------------|
| • Microfibre cloths | • Colour-coded cleaning tools | • Vacuum with HEPA filter |
| • Mop and bucket with sanitising solution | • Rubbish bins with hazardous waste liners | • Personal Protective Equipment (PPE) |
| • Disinfectant wipes | • Spill kits | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris; all surfaces are sanitised and free of stains; no odours present; ventilation systems are clean and operational.
Good	Minor dust present on less than 5% of surfaces; surfaces are mostly sanitised; no strong odours; ventilation systems show minor dust accumulation.
Pass	Visible dust on 5-10% of surfaces; some surfaces may not be fully sanitised; mild odours present; ventilation systems require cleaning.
Fail	Visible dust on more than 10% of surfaces; surfaces are not sanitised; strong odours present; ventilation systems are clogged or non-functional.