

HVAC Room

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

Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise high-touch surfaces such as door handles and control panels.
- Vacuum floors and remove any debris.
- Mop floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as needed.
- Ensure all cleaning activities are documented and reported.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth to capture fine particles.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum floors using a HEPA-filter vacuum to minimise airborne dust.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Document cleaning activities and report any issues to the facility manager.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless and dry; rubbish bins are empty with new liners; air filters are clean and unobstructed.
Good	Minor dust on non-critical surfaces; high-touch areas are sanitised; floors have minimal residue; rubbish bins are empty with new liners; air filters are mostly clean.
Pass	Noticeable dust on some surfaces; high-touch areas are mostly sanitised; floors have some residue; rubbish bins are not overflowing; air filters are functional but need attention.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty or sticky; rubbish bins are overflowing; air filters are clogged.