

Inspection Bay

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

Scope of Work

- Dusting of all surfaces including benches, equipment, and fixtures.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Inspection and cleaning of ventilation grilles and air vents.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom using microfibre cloths.
3. Sanitise high-touch areas with an approved disinfectant.
4. Vacuum floors using an industrial-grade vacuum cleaner with HEPA filter.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins and replace liners, then sanitise the bin interior.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Inspect and clean ventilation grilles and air vents with a damp cloth.

Equipment

- Colour-coded microfibre cloths
- Industrial-grade vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Rubbish bin liners
- Streak-free glass cleaner
- Damp cloth for ventilation cleaning

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch areas are fully sanitised; rubbish bins are clean and odour-free; windows are crystal clear with no streaks; ventilation grilles are free of dust.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas mostly sanitised; rubbish bins are clean with slight odour; windows have minor streaks; ventilation grilles have minimal dust.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas partially sanitised; rubbish bins have noticeable odour; windows have visible streaks; ventilation grilles have visible dust.
Fail	Heavy dust on surfaces; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are dirty with strong odour; windows are dirty with heavy streaks; ventilation grilles are clogged with dust.