

Laboratory

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

Scope of Work

- Dusting of all surfaces including benches, shelves, and equipment exteriors.
- Sanitising of work surfaces, benches, and high-touch areas.
- Mopping of floors with appropriate cleaning solutions.
- Vacuuming of carpeted areas using HEPA-filtered vacuum cleaners.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Spot cleaning of walls and doors.
- Ensuring all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using microfibre cloths, starting from higher surfaces and working downwards.
3. Sanitise work surfaces and high-touch areas with approved disinfectant, allowing appropriate contact time.
4. Vacuum carpeted areas thoroughly, ensuring edges and corners are addressed.
5. Mop hard floors using a damp mop and suitable cleaning solution, following the grain of the floor.
6. Empty rubbish bins, replace liners, and sanitise bin interiors and exteriors.
7. Clean sinks and taps with non-abrasive cleaner, ensuring all residues are removed.
8. Perform spot cleaning on walls and doors as needed, using appropriate cleaning agents.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filtered vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Approved disinfectants and cleaning solutions
- Rubbish bin liners
- Non-abrasive cleaners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, debris, and stains. No odours present. Floors are spotless and dry. High-touch areas are sanitised with no residue. Rubbish bins are empty and sanitised.
Good	Minor dust or debris on less than 5% of surfaces. No visible stains. Floors are clean with minimal moisture. High-touch areas are sanitised with slight residue. Rubbish bins are empty with minor odour.
Pass	Noticeable dust or debris on less than 10% of surfaces. Some visible stains. Floors are mostly clean with some moisture. High-touch areas are sanitised with visible residue. Rubbish bins are not overflowing but have noticeable odour.
Fail	Significant dust or debris on more than 10% of surfaces. Visible stains on multiple surfaces. Floors are dirty or wet. High-touch areas are not sanitised. Rubbish bins are overflowing or have strong odour.