

Manufacturing Area

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

Scope of Work

- Dusting of all surfaces including machinery, workbenches, and storage areas.
- Sanitising of high-touch surfaces such as door handles, switches, and control panels.
- Vacuuming of floors using industrial-grade equipment to remove debris and dust.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass partitions to remove smudges and fingerprints.
- Inspection and cleaning of air vents and ducts to ensure air quality.

Method

1. Prepare the area by removing any large debris and ensuring all equipment is safely powered down.
2. Use a colour-coded cleaning system to prevent cross-contamination between different areas.
3. Dust all surfaces using microfibre cloths and extendable dusters for high areas.
4. Sanitise high-touch surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Vacuum floors using an industrial vacuum cleaner with HEPA filters.
6. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Clean windows and glass partitions with a glass cleaner and squeegee.
9. Inspect and clean air vents and ducts using appropriate tools and PPE.

Equipment

- Industrial vacuum cleaner with HEPA filters
- Microfibre cloths and extendable dusters
- Colour-coded cleaning cloths and mops
- Disinfectant and neutral pH cleaning solutions
- Rubbish bin liners
- Glass cleaner and squeegee
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust and debris. High-touch surfaces are sanitised with no visible smudges. Floors are spotless with no residue. Windows and glass are streak-free. Air vents are clean with no visible dust accumulation.
Good	Most surfaces are clean with minimal dust. High-touch surfaces are mostly sanitised with few smudges. Floors are mostly clean with minor residue. Windows and glass have minor streaks. Air vents have minimal dust.
Pass	Surfaces have some dust and debris. High-touch surfaces have some smudges. Floors have some residue. Windows and glass have noticeable streaks. Air vents have visible dust.
Fail	Surfaces are visibly dirty with dust and debris. High-touch surfaces are unsanitised with visible smudges. Floors are dirty with significant residue. Windows and glass are streaked and dirty. Air vents have significant dust accumulation.