

Motor Control Center

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

Scope of Work

- Dust all surfaces including control panels, shelves, and ledges.
- Vacuum floors and any fabric surfaces using a HEPA-filtered vacuum.
- Mop hard floors with a damp mop using a neutral detergent.
- Wipe down all accessible surfaces with a microfibre cloth and appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Sanitise high-touch areas such as door handles and light switches.
- Inspect and clean air vents and grilles to prevent dust build-up.

Method

1. Prepare the area by ensuring all equipment is de-energised and safe to clean.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Start from the highest surfaces and work downwards to prevent re-soiling.
4. Use a HEPA-filtered vacuum to remove dust from floors and surfaces.
5. Apply a neutral detergent to mop hard floors, ensuring no excess water is used.
6. Wipe surfaces with a microfibre cloth dampened with an appropriate cleaning solution.
7. Sanitise high-touch areas with a disinfectant spray.
8. Dispose of rubbish in designated bins and replace liners.
9. Inspect the area to ensure all tasks are completed to standard.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths
- Neutral detergent
- Disinfectant spray
- Mop and bucket
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are spotless and dry; all high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; air vents are dust-free.
Good	Minor dust on non-essential surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor residue; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors are clean but may have visible streaks; high-touch areas are partially sanitised; rubbish bins are emptied but not cleaned; air vents have visible dust.
Fail	Visible dust and debris on multiple surfaces; floors are dirty or wet; high-touch areas are not sanitised; rubbish bins are full or dirty; air vents are clogged with dust.