

Maintenance Room

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

Scope of Work

- Dust all surfaces, including shelves, equipment, and ledges.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and any other fixtures.
- Ensure all cleaning supplies are stored correctly and safely.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and debris.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a commercial-grade vacuum cleaner, focusing on corners and under equipment.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Clean sinks with a non-abrasive cleaner, ensuring taps are free from water spots and limescale.
7. Organise cleaning supplies on the trolley, ensuring all items are stored safely and securely.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Non-abrasive cleaner
- Colour-coded cleaning system

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 with no streaks; rubbish bins are empty and odour-free; sinks and taps are shining with no water spots.
Good	Minor dust on less accessible surfaces; high-touch areas sanitised but minor residue visible; floors mostly clean with minor streaks; rubbish bins empty but slight odour; sinks and taps mostly clean with minor water spots.
Pass	Noticeable dust on surfaces; high-touch areas sanitised but visible residue; floors have visible dirt and streaks; rubbish bins not emptied; sinks and taps have visible water spots and limescale.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors dirty with significant streaks; rubbish bins overflowing; sinks and taps dirty with significant water spots and limescale.