

Machine Shop

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

Scope of Work

- Dusting and wiping of all surfaces, including machinery, workbenches, and storage areas.
- Vacuuming and mopping of floors to remove debris and spills.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to ensure visibility and safety.
- Maintaining cleanliness of staff amenities including toilets and break areas.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust all surfaces using microfibre cloths to capture fine particles.
3. Vacuum floors using industrial-grade vacuum cleaners with HEPA filters.
4. Mop floors with a suitable detergent solution, ensuring no residue is left.
5. Sanitise high-touch areas with an approved disinfectant.
6. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Ensure all cleaning equipment is cleaned and stored properly after use.

Equipment

- Industrial-grade vacuum cleaner with HEPA filter
- Microfibre cloths
- Mop and bucket with wringer
- Colour-coded cleaning cloths and brushes
- Approved disinfectants and detergents
- Rubbish bin liners
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; windows are streak-free.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are mostly clean with slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; rubbish bins have noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are unsanitised; rubbish bins are dirty and odorous; windows are dirty and streaked.