

Mold Store

Code: ANCMF-AU-I-MS-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Dusting of all surfaces, including shelves, moulds, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of air vents and filters.
- Wiping down of walls and windowsills to remove dust and grime.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from top to bottom to ensure all surfaces are free of dust.
3. Sanitise high-touch areas using a disinfectant approved for industrial use.
4. Vacuum floors using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop floors with a neutral pH cleaner to maintain surface integrity.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Inspect and clean air vents and filters to ensure proper air quality.
8. Wipe down walls and windowsills with a damp microfibre cloth.

Equipment

- Colour-coded microfibre cloths
- Sanitising solutions
- Personal protective equipment (PPE)
- HEPA-filter vacuum cleaner
- Dusting tools
- Industrial-grade mop and bucket
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Air vents are clean with no visible dust. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor debris. Air vents have minimal dust. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have some dust accumulation. High-touch areas are partially sanitised. Floors have visible debris. Air vents have visible dust. Rubbish bins are not fully sanitised.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant debris. Air vents are clogged with dust. Rubbish bins are full and unsanitised.