

Main Switchboard

Code: ANCMF-AU-I-MS-03 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including switchboard panels, ledges, and surrounding areas.
- Wipe down all accessible surfaces with a damp cloth using a suitable cleaning agent.
- Sanitise high-touch areas such as switches and handles.
- Remove any visible rubbish and dispose of it in the appropriate rubbish bin.
- Inspect and clean floors around the switchboard area, ensuring they are free from debris and dust.
- Ensure all cleaning activities do not interfere with the operation of the switchboard.

Method

1. Prepare the area by ensuring all necessary safety precautions are in place, including signage and barriers if required.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces with a microfibre cloth, starting from the top and working downwards.
4. Wipe down surfaces with a damp cloth and an appropriate cleaning agent, ensuring no moisture enters the switchboard.
5. Sanitise high-touch areas using a disinfectant spray and allow to air dry.
6. Collect and dispose of any rubbish in the designated rubbish bin.
7. Vacuum or sweep the floor, then mop with a suitable floor cleaner, ensuring the floor is dry before leaving the area.

Equipment

- Microfibre cloths
- Damp cloths
- Appropriate cleaning agents
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Colour-coded cleaning system
- Safety signage

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised and visibly clean; no rubbish present; floors are spotless and dry.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised; minimal rubbish present; floors are clean with no visible debris.
Pass	Noticeable dust on some surfaces; high-touch areas are mostly sanitised; some rubbish present but contained; floors are generally clean.
Fail	Significant dust accumulation; high-touch areas not sanitised; rubbish is present and not disposed of; floors are dirty or wet.