

Mechanical Workshop

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

Scope of Work

- Dusting of all surfaces including workbenches, machinery, and storage areas.
- Vacuuming of floors to remove debris and dust.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Wiping down of tools and equipment to remove grease and grime.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum the floors using an industrial vacuum cleaner, paying special attention to corners and under equipment.
4. Mop the floors with a suitable detergent, ensuring no residue is left behind.
5. Wipe down tools and equipment with a degreasing agent, followed by a sanitising solution.
6. Sanitise high-touch areas using a disinfectant spray and cloth.
7. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
8. Clean windows and glass surfaces with a glass cleaner and squeegee.

Equipment

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| • Industrial vacuum cleaner | • Cleaning trolley | • Disinfectant sprays |
| • Microfibre cloths (colour-coded) | • Degreasing agents | • Glass cleaner and squeegee |
| • Mops and buckets (colour-coded) | • Sanitising solutions | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris. Floors are spotless with no visible marks or residue. Tools and equipment are grease-free and sanitised. High-touch areas are disinfected with no visible smudges. Windows and glass surfaces are crystal clear.
Good	Minor dust on surfaces. Floors have minimal marks. Tools and equipment are mostly clean with slight grease. High-touch areas are mostly disinfected. Windows and glass have minor smudges.
Pass	Noticeable dust on surfaces. Floors have visible marks. Tools and equipment have visible grease. High-touch areas are inconsistently disinfected. Windows and glass have visible smudges.
Fail	Heavy dust accumulation. Floors are dirty with significant marks. Tools and equipment are greasy. High-touch areas are not disinfected. Windows and glass are dirty.