

Packing Area

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

Scope of Work

- Dusting of all horizontal surfaces, including shelves and equipment.
- Sanitising of all work surfaces and high-touch areas.
- Mopping of floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning and sanitising of sinks and taps.
- Spot cleaning of walls and doors.
- Inspection and cleaning of air vents and filters.

Method

1. Begin by organising cleaning supplies on the trolley, ensuring all items are colour-coded according to the cleaning area.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise work surfaces and high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
4. Mop floors using a damp mop and a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean sinks and taps using a non-abrasive cleaner, ensuring all water spots and stains are removed.
7. Spot clean walls and doors with a suitable cleaner, focusing on visible marks and stains.
8. Inspect air vents and filters, removing dust and debris with a vacuum or damp cloth.

Equipment

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|---------------------------------|----------------------|------------------------|
| • Microfibre cloths | • Disinfectant spray | • Non-abrasive cleaner |
| • Colour-coded cleaning trolley | • Damp mop | • Vacuum cleaner |
| • Neutral pH floor cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no residue; rubbish bins are odour-free and sanitised; no visible marks on walls or doors; air vents are clean and unobstructed.
Good	Minor dust on high surfaces; floors are clean with minimal residue; rubbish bins are clean with slight odour; few marks on walls or doors; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have some residue; rubbish bins have noticeable odour; several marks on walls or doors; air vents have visible dust.
Fail	Significant dust accumulation; floors are dirty with visible residue; rubbish bins are unsanitary with strong odour; many marks on walls or doors; air vents are clogged with dust.