

Production Floor

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

Scope of Work

- Dusting of all horizontal surfaces including machinery, equipment, and fixtures.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, switches, and control panels.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Spot cleaning of walls and partitions to remove marks and stains.
- Vacuuming of any carpeted areas or mats.
- Cleaning and sanitising of wash stations and taps.
- Inspection and cleaning of air vents and filters to prevent dust accumulation.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all surfaces from high to low to capture airborne particles.
3. Use a damp mop with a suitable cleaning solution to clean hard floors, ensuring no residue is left.
4. Sanitise high-touch areas using a disinfectant spray and cloth, allowing appropriate contact time.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant solution.
6. Spot clean walls and partitions using a mild detergent and cloth.
7. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust containment.
8. Clean wash stations and taps with a non-abrasive cleaner and sanitise.
9. Inspect and clean air vents and filters, ensuring they are free from dust and debris.

Equipment

- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Disinfectant sprays and solutions
- Cleaning trolley
- Rubbish bin liners
- Non-abrasive cleaning agents
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. Floors are spotless with no residue. High-touch areas are sanitised with no visible fingerprints or smudges. Air vents are clean with no visible dust. Rubbish bins are empty and odour-free.
Good	Most surfaces are clean with minor dust or marks. Floors are clean with minimal residue. High-touch areas are mostly sanitised with few fingerprints. Air vents have minimal dust. Rubbish bins are empty with slight odour.
Pass	Surfaces have some dust and marks. Floors have some residue. High-touch areas have visible fingerprints. Air vents have visible dust. Rubbish bins are not overflowing but have noticeable odour.
Fail	Surfaces are visibly dirty with dust and marks. Floors have significant residue. High-touch areas are unsanitised with many fingerprints. Air vents are clogged with dust. Rubbish bins are overflowing and have strong odour.