

Packaging Materials Store

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

Scope of Work

- Dusting of all surfaces, including shelves, ledges, and equipment.
- Sanitising of high-touch areas such as door handles and light switches.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Inspection and cleaning of storage areas to prevent pest infestations.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom using microfibre cloths.
3. Sanitise high-touch areas with an approved disinfectant.
4. Vacuum floors using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop floors with a neutral pH cleaner suitable for industrial environments.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Inspect storage areas for signs of pests and clean as necessary.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning buckets and mops
- Approved disinfectants and cleaning solutions
- Rubbish bin liners
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris. Floors are spotless with no visible stains or marks. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and odour-free. Windows are crystal clear with no streaks.
Good	Minor dust on high surfaces. Floors are clean with minimal marks. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour. Windows have minor streaks.
Pass	Noticeable dust on surfaces. Floors have visible marks. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have odour. Windows have visible streaks.
Fail	Heavy dust accumulation. Floors are dirty with stains. High-touch areas are not sanitised. Rubbish bins are overflowing and have strong odour. Windows are dirty with significant streaks.