

Plant Room

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

Scope of Work

- Dust all surfaces, including machinery, pipes, and ledges.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove debris and spills.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Remove cobwebs from ceilings and corners.
- Inspect and clean air vents and filters.

Method

1. Prepare the area by ensuring all cleaning equipment is ready and appropriate PPE is worn.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using a microfibre cloth to capture dust effectively.
4. Sanitise high-touch areas with an approved disinfectant.
5. Vacuum floors using an industrial vacuum cleaner, then mop with a suitable floor cleaner.
6. Dispose of rubbish in designated bins and replace liners.
7. Clean sinks and taps with a non-abrasive cleaner and sanitise.
8. Remove cobwebs using an extendable duster.
9. Inspect air vents and filters, clean with a vacuum or damp cloth as necessary.

Equipment

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|--------------------------------|-------------------------|-------------------------------|
| • Industrial vacuum cleaner | • Approved disinfectant | • Non-abrasive cleaner |
| • Microfibre cloths | • Floor mop and bucket | • Extendable duster |
| • Colour-coded cleaning cloths | • Rubbish bin liners | • PPE (gloves, goggles, mask) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; floors are spotless with no visible marks; high-touch areas are sanitised and free from smudges; air vents are clean with no visible dust; no cobwebs present.
Good	Minor dust on non-critical surfaces; floors have minimal marks; high-touch areas are mostly sanitised; air vents have minor dust; few cobwebs present.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas are partially sanitised; air vents have visible dust; cobwebs in some areas.
Fail	Heavy dust accumulation; floors are dirty with significant marks; high-touch areas are not sanitised; air vents are clogged with dust; cobwebs are widespread.