

Pump Room

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

Scope of Work

- Dust all surfaces including machinery, pipes, and shelving.
- Sanitise high-touch areas such as door handles and light switches.
- Mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Dust all surfaces using microfibre cloths, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
4. Mop the floor using a wet mop and a neutral pH floor cleaner, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
6. Wipe down walls with a damp cloth and appropriate cleaning solution.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Disinfectant spray
- Neutral pH floor cleaner
- Wet mop and bucket
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of fingerprints; rubbish bins are empty and clean; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty but may have minor marks; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; rubbish bins are not emptied; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are overflowing; strong odours present.