

Quality Control Area

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

Scope of Work

- Dusting of all surfaces including desks, equipment, and shelving.
- Sanitising of high-touch areas such as door handles, light switches, and equipment controls.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass partitions.
- Inspection and cleaning of air vents and filters.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from top to bottom to capture all dust particles.
3. Sanitise high-touch areas using a disinfectant approved for industrial use.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality.
5. Mop floors with a neutral pH cleaner suitable for industrial flooring.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean windows and glass with a streak-free glass cleaner.
8. Inspect and clean air vents and filters to maintain air quality.

Equipment

- Colour-coded microfibre cloths
- HEPA-filter vacuum cleaner
- Industrial mop and bucket
- Sanitising solutions
- Glass cleaner
- Rubbish bin liners
- Air vent cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; bins are empty and sanitised; windows are crystal clear; air vents are clean and unobstructed.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; bins are empty but not sanitised; windows have minor smudges; air vents are mostly clean.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible streaks; bins are not emptied; windows are smudged; air vents have visible dust.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty; bins are overflowing; windows are dirty; air vents are clogged.