

## Receiving Area

Code: ANCMF-AU-I-RA-02 • 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, light switches, and handrails.
- Vacuuming and mopping of floors to remove dirt, debris, and spills.
- Emptying and sanitising rubbish bins.
- Cleaning and wiping down of walls and doors.
- Inspection and cleaning of entry mats and walkways.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersal.
2. Sanitise high-touch areas with a disinfectant solution, ensuring all surfaces are thoroughly wiped.
3. Vacuum the floor using an industrial vacuum cleaner with a HEPA filter to capture fine particles.
4. Mop the floor with a neutral pH cleaner, ensuring all spills and stains are removed.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Wipe down walls and doors with a suitable cleaning solution to remove marks and stains.
7. Inspect entry mats for dirt accumulation and clean as necessary.

### Equipment

- Microfibre cloths
- Disinfectant solution
- Industrial vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                              |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised and free of smudges; rubbish bins are empty and sanitised; entry mats are clean and free of dirt. |
| <b>Good</b>       | Minor dust on high surfaces; floors have minimal debris; high-touch areas are mostly clean; rubbish bins are emptied but not sanitised; entry mats have minor dirt.                                                   |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible debris; high-touch areas have some smudges; rubbish bins are emptied but not sanitised; entry mats are dirty.                                                        |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with visible stains; high-touch areas are unsanitised; rubbish bins are full; entry mats are heavily soiled.                                                                |