

R&D Lab

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

Scope of Work

- Dust all surfaces, including benches, shelves, and equipment.
- Sanitise all work surfaces and high-touch areas using appropriate disinfectants.
- Vacuum all carpeted areas and mop hard floors with a neutral detergent.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces, including windows and partitions.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.
- Check and refill hand sanitiser dispensers and soap at all sinks.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise work surfaces and high-touch areas with a disinfectant spray, allowing appropriate contact time before wiping.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
5. Mop hard floors with a neutral detergent, ensuring no residue is left behind.
6. Empty rubbish bins, sanitise the interior, and replace liners.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.
8. Check and refill hand sanitiser and soap dispensers as needed.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Neutral detergent
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners
- Hand sanitiser and soap refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks; no streaks on glass; no odours; bins are empty and sanitised; floors are spotless with no residue.
Good	Surfaces are mostly clean with minimal dust; glass has minor streaks; no strong odours; bins are empty but not sanitised; floors are clean with slight residue.
Pass	Surfaces have visible dust; glass is streaked; mild odours present; bins are not emptied; floors have visible dirt and residue.
Fail	Surfaces are dusty and marked; glass is heavily streaked; strong odours present; bins are overflowing; floors are dirty and sticky.