

Substation

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

Scope of Work

- Dusting of all surfaces including equipment, control panels, and shelving.
- Vacuuming of floors and mats using industrial-grade vacuum cleaners.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Wiping down of walls, doors, and windowsills.
- Sanitising of high-touch areas such as door handles and switches.
- Emptying and cleaning of rubbish bins.
- Inspection and removal of cobwebs from ceilings and corners.

Method

1. Use colour-coded cleaning cloths to prevent cross-contamination.
2. Start with dusting from top to bottom to ensure all surfaces are free from dust.
3. Vacuum floors thoroughly, paying special attention to corners and edges.
4. Mop floors using a trolley with separate compartments for clean and dirty water.
5. Wipe down surfaces with appropriate cleaning agents, ensuring no residue is left.
6. Sanitise high-touch areas using approved sanitising solutions.
7. Dispose of rubbish in designated bins and replace liners.
8. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Industrial-grade vacuum cleaner
- Colour-coded cleaning cloths
- Dusting tools
- Mop and bucket trolley
- Approved cleaning and sanitising agents
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and dirt; floors are spotless with no streaks; no visible rubbish or debris; high-touch areas are thoroughly sanitised; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; rubbish bins are empty; high-touch areas are sanitised; minimal odours present.
Pass	Noticeable dust on surfaces; floors have visible streaks; rubbish bins are not overflowing; high-touch areas are partially sanitised; some odours present.
Fail	Significant dust and dirt on surfaces; floors are dirty with visible marks; rubbish bins are overflowing; high-touch areas are not sanitised; strong odours present.