

Storage Area

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

Scope of Work

- Dust all surfaces, including shelves, beams, and ledges.
- Sweep and mop floors using appropriate cleaning solutions.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean any visible spills or stains immediately.
- Ensure all cleaning equipment is stored safely and correctly after use.

Method

1. Begin by removing all rubbish and debris from the area.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using microfibre cloths to capture dust effectively.
4. Sweep floors thoroughly before mopping.
5. Prepare a mop bucket with the appropriate cleaning solution and mop the floor, ensuring no excess water is left.
6. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Broom and dustpan
- Mop and bucket
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

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