

Security Checkpoint

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

Scope of Work

- Dust all surfaces including counters, equipment, and furniture.
- Sanitise high-touch areas such as door handles, security equipment, and counters.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Empty and sanitise rubbish bins.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the recommended contact time.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are captured.
4. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth to ensure a streak-free finish.

Equipment

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|------------------------------|----------------------------|--|
| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning buckets and mops |
| • Disinfectant spray | • Glass cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless and dry; bins are empty and odour-free; glass surfaces are streak-free.
Good	Minor dust on surfaces; high-touch areas are mostly sanitised; floors have minimal marks; bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible marks; bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty and wet; bins are overflowing; glass surfaces are heavily streaked.