

Spare Parts Store

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

Scope of Work

- Dust all surfaces, including shelves, racks, and storage units.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Clean and sanitise any shared equipment or tools.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free of dust.
3. Sanitise high-touch areas using an approved disinfectant.
4. Vacuum floors using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop floors with a neutral pH cleaner to maintain surface integrity.
6. Dispose of rubbish in designated bins and replace liners.

Equipment

- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or debris. High-touch areas are sanitised and free of smudges. Floors are spotless and free of marks. Rubbish bins are empty and clean.
Good	Minor dust on high surfaces. High-touch areas are mostly clean with minimal smudges. Floors have slight marks but are generally clean. Rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces. High-touch areas have visible smudges. Floors have visible marks and debris. Rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation. High-touch areas are unsanitised. Floors are dirty with significant marks and debris. Rubbish bins are overflowing.