

## Testing Lab

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

### Scope of Work

- Dust all surfaces including benches, equipment exteriors, and shelving.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors using appropriate cleaning solutions.
- Empty and sanitise rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning supplies are restocked and organised on the trolley.

### Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from high to low surfaces to capture all dust particles.
3. Sanitise high-touch areas using approved disinfectants.
4. Vacuum carpets using HEPA-filtered vacuum cleaners to ensure air quality.
5. Mop floors with a neutral pH cleaner to maintain floor integrity.
6. Dispose of rubbish in designated waste areas and replace bin liners.
7. Restock cleaning supplies and organise the trolley for the next use.

### Equipment

- Colour-coded microfibre cloths
- HEPA-filtered vacuum cleaner
- Microfibre mop and bucket
- Sanitising solutions
- Dusting tools
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                              |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean with no dust or smudges; high-touch areas are sanitised and free of any marks; floors are spotless with no debris; rubbish bins are empty and sanitised; no unpleasant odours present. |
| <b>Good</b>       | Minor dust or smudges on less than 5% of surfaces; high-touch areas are mostly sanitised; floors are clean with minimal debris; rubbish bins are empty but not sanitised; slight odour may be present.                |
| <b>Pass</b>       | Noticeable dust or smudges on less than 10% of surfaces; some high-touch areas missed; floors have some debris; rubbish bins are not emptied; noticeable odour present.                                               |
| <b>Fail</b>       | Significant dust or smudges on more than 10% of surfaces; high-touch areas are not sanitised; floors are dirty with visible debris; rubbish bins are full; strong unpleasant odour present.                           |