

Tool Room

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

Scope of Work

- Dust all surfaces, including shelves, benches, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and tool handles.
- Vacuum floors to remove dust and debris.
- Mop floors with a suitable cleaning solution to ensure cleanliness and safety.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to maintain air quality.
- Ensure all cleaning equipment is colour-coded and stored correctly.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used for different areas.
2. Begin by dusting all surfaces from top to bottom to prevent re-contamination.
3. Sanitise high-touch areas using an appropriate disinfectant, allowing sufficient contact time as per product instructions.
4. Vacuum the floor thoroughly, paying special attention to corners and under equipment.
5. Mop the floor using a damp mop and a suitable cleaning solution, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Inspect air vents and filters, clean as necessary to maintain air quality standards.
8. Check all cleaning equipment is clean, stored correctly, and ready for the next use.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner with HEPA filter
- Sanitising solutions and disinfectants
- Dusting tools
- Mop and bucket
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks or watermarks; air quality is optimal with no visible dust in vents; rubbish bins are empty and clean.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors are clean with minimal streaks; air vents show minimal dust; rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible streaks or watermarks; air vents have visible dust; rubbish bins are emptied but dirty.
Fail	Significant dust and debris on surfaces; high-touch areas not sanitised; floors are dirty with visible marks; air vents clogged with dust; rubbish bins overflowing or not emptied.