

UPS Room

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

Scope of Work

- Dust all surfaces, including equipment, shelves, and ledges.
- Vacuum floors using a HEPA-filter vacuum cleaner.
- Mop floors with an anti-static solution.
- Wipe down all accessible surfaces with a damp microfibre cloth.
- Sanitise high-touch areas, including door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas.
2. Dust all surfaces using a damp microfibre cloth to minimise airborne particles.
3. Vacuum the floor thoroughly, paying special attention to corners and under equipment.
4. Mop the floor with an anti-static solution to reduce static build-up.
5. Wipe down all accessible surfaces, ensuring no moisture is left on electrical equipment.
6. Sanitise high-touch areas using an appropriate disinfectant.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Inspect air vents and filters, clean as necessary to ensure optimal air quality.

Equipment

- HEPA-filter vacuum cleaner
- Anti-static mop and solution
- Cleaning trolley
- Microfibre cloths (colour-coded)
- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free, floors are spotless with no static build-up, high-touch areas are fully sanitised, and air vents are clean with no visible dust.
Good	Minor dust on non-essential surfaces, floors are clean with minimal static, high-touch areas mostly sanitised, air vents have minimal dust.
Pass	Noticeable dust on some surfaces, floors are generally clean, high-touch areas partially sanitised, air vents have some dust accumulation.
Fail	Significant dust on surfaces, floors are dirty or have static build-up, high-touch areas are not sanitised, air vents are clogged with dust.