

Vehicle Maintenance Bay

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

Scope of Work

- Dusting of all surfaces, including workbenches, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Mopping of floors with appropriate cleaning solutions to remove grease and grime.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Cleaning of windows and glass surfaces to remove smudges and dirt.
- Vacuuming of any carpeted areas or mats.
- Wiping down of walls and partitions to remove marks and stains.
- Inspection and cleaning of drains to prevent blockages and odours.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom, using a damp cloth for stubborn dust.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
4. Mop the floors using a degreasing solution, paying special attention to heavily soiled areas.
5. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Clean windows and glass surfaces using a glass cleaner and a microfibre cloth.
7. Vacuum carpeted areas or mats, ensuring all debris is removed.
8. Wipe down walls and partitions with a suitable cleaning solution.
9. Inspect and clean drains, removing any debris and applying a drain cleaner if necessary.

Equipment

- Cleaning trolley with colour-coded cleaning supplies
- Microfibre cloths and dusters
- Disinfectant spray and degreasing solution
- Mop and bucket with wringer
- Vacuum cleaner
- Glass cleaner
- Rubbish bin liners
- Drain cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; bins are empty and clean; glass surfaces are streak-free; no odours present; drains are clear and odourless.
Good	Minor dust on high surfaces; floors are clean with minimal residue; bins are empty but may have minor marks; glass surfaces have minimal streaks; faint odours may be present; drains are mostly clear.
Pass	Noticeable dust on surfaces; floors have visible residue; bins are emptied but dirty; glass surfaces have visible streaks; noticeable odours present; drains have minor blockages.
Fail	Heavy dust accumulation; floors are dirty with significant residue; bins are full or dirty; glass surfaces are heavily streaked; strong odours present; drains are blocked.