

Vacuum Pump Room

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

Scope of Work

- Dust all surfaces, including machinery and shelving, using appropriate dusting tools.
- Vacuum floors using industrial-grade vacuum cleaners to remove all dust and debris.
- Mop floors with a suitable cleaning solution to remove any stains or spills.
- Wipe down all accessible surfaces with a sanitising solution to ensure hygiene standards are met.
- Empty rubbish bins and replace liners, ensuring waste is disposed of according to environmental standards.
- Inspect and clean air vents and filters to maintain air quality.

Method

1. Prepare the area by removing any obstacles and ensuring safety signage is in place.
2. Use colour-coded cleaning cloths to dust all surfaces, starting from the highest point and working downwards.
3. Vacuum the floor thoroughly, paying special attention to corners and under equipment.
4. Mop the floor using a two-bucket system to prevent cross-contamination.
5. Wipe down surfaces with a sanitising solution, ensuring all high-touch areas are covered.
6. Dispose of waste in designated bins and replace liners.
7. Inspect air vents and filters, cleaning as necessary to ensure they are free from dust and debris.

Equipment

- Industrial-grade vacuum cleaner
- Microfibre dusting cloths
- Mop and bucket with wringer
- Sanitising solution
- Colour-coded cleaning cloths
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and debris; floors are spotless with no visible stains; air vents are clean and unobstructed; no odours present; all waste is disposed of correctly.
Good	Minor dust on high surfaces; floors are clean with minimal stains; air vents have minor dust; no strong odours; waste is mostly disposed of correctly.
Pass	Noticeable dust on surfaces; floors have visible stains; air vents are dusty; mild odours present; some waste not disposed of correctly.
Fail	Heavy dust accumulation; floors are dirty with multiple stains; air vents are clogged; strong odours present; waste is not disposed of correctly.