

Warehouse Floor

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

Scope of Work

- Remove all debris and rubbish from the warehouse floor.
- Dust and sweep all accessible areas of the warehouse floor.
- Mop the floor using appropriate cleaning solutions and techniques.
- Sanitise high-touch areas and surfaces.
- Ensure all cleaning activities comply with relevant safety and environmental standards.

Method

1. Inspect the warehouse floor for debris and remove all rubbish using a trolley and dispose of it in designated rubbish bins.
2. Use a dust mop or broom to sweep the entire floor, paying special attention to corners and under shelving units.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is correctly diluted as per the manufacturer's instructions.
4. Mop the floor systematically, starting from the farthest corner and working towards the exit to avoid stepping on wet areas.
5. Sanitise high-touch surfaces such as door handles and light switches using a sanitising spray and cloth.
6. Inspect the floor for any remaining stains or marks and spot clean as necessary.

Equipment

- Industrial dust mop or broom
- Colour-coded cleaning cloths
- Rubbish trolley
- Mop and bucket with wringer
- Sanitising spray
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	Floor is free of all debris, dust, and stains. High-touch surfaces are sanitised and have no visible marks. No odours present. Cleaning is completed efficiently with no disruption to warehouse operations.
Good	Floor is mostly free of debris and dust with only minor stains. High-touch surfaces are sanitised with minimal visible marks. No strong odours present.
Pass	Floor has some debris and dust, with noticeable stains. High-touch surfaces are sanitised but may have visible marks. Mild odours may be present.
Fail	Floor has significant debris, dust, and stains. High-touch surfaces are not sanitised and have visible marks. Strong odours are present. Cleaning disrupts warehouse operations.