

Work Station

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Sanitise high-touch areas such as keyboards, mice, and telephones.
- Vacuum floors and mats to remove dust and debris.
- Mop hard floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Wipe down and sanitise work station dividers and partitions.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the recommended contact time.
4. Vacuum all carpeted areas and mats, ensuring corners and edges are thoroughly cleaned.
5. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for the floor type.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Wipe down work station dividers and partitions with a sanitising solution.

Equipment

- Cleaning trolley with colour-coded cleaning supplies
- Microfibre cloths
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free and sanitised, floors are spotless with no debris, bins are empty and odour-free, and all high-touch areas are visibly clean and sanitised.
Good	Minor dust on non-essential surfaces, floors are clean with minimal debris, bins are empty, and high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces, some debris on floors, bins are not overflowing, and high-touch areas are partially sanitised.
Fail	Significant dust accumulation, floors are dirty with visible debris, bins are overflowing, and high-touch areas are not sanitised.