

Boiler Room

Code: ANCMF-AU-R-BR-02 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including pipes, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop the floor to remove dust and debris.
- Empty and clean rubbish bins.
- Wipe down walls and remove any cobwebs.
- 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 damp microfibre cloth to capture dust effectively.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure dust is contained.
5. Mop the floor with a neutral detergent solution, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect the area for any remaining debris or dust and address as needed.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral detergent
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks or marks; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; high-touch areas are sanitised with minimal residue; floors have slight streaks; rubbish bins are clean but may have slight odour.
Pass	Noticeable dust on surfaces; high-touch areas have visible residue; floors have visible marks; rubbish bins are not fully clean and have noticeable odour.
Fail	Significant dust and debris on surfaces; high-touch areas are not sanitised; floors are dirty with significant marks; rubbish bins are dirty and have strong odour.