

Chemical Store

Code: ANCMF-AU-R-CS-03 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces, including shelves and storage units.
- Sanitising of all high-touch areas, including door handles and light switches.
- Mopping of floors with appropriate cleaning solutions.
- Wiping down of all containers and labels to ensure legibility and cleanliness.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of ventilation grilles and air vents.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
3. Sanitise high-touch areas with a disinfectant solution approved for chemical stores.
4. Mop floors using a trolley with a dual-bucket system to separate clean and dirty water.
5. Wipe down containers and labels with a damp cloth and mild detergent.
6. Empty rubbish bins and replace liners, then sanitise the bins with a disinfectant spray.
7. Inspect and clean ventilation grilles and air vents using a vacuum with a HEPA filter.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Dual-bucket mop trolley
- Disinfectant solution
- Vacuum with HEPA filter
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised and free of smudges; floors are spotless with no residue; containers and labels are clean and legible; rubbish bins are empty and sanitised; air vents are dust-free.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; containers and labels mostly clean and legible; rubbish bins are empty but not sanitised; air vents have minor dust.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible residue; containers and labels have some dirt; rubbish bins not emptied; air vents have visible dust.
Fail	Heavy dust on surfaces; high-touch areas not sanitised; floors are dirty; containers and labels are dirty and illegible; rubbish bins overflowing; air vents clogged with dust.