

Electrical Riser Room

Code: ANCMF-AU-R-ERR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves and equipment, to prevent accumulation.
- Wipe down walls and doors to remove any marks or fingerprints.
- Vacuum the floor to remove dust and debris.
- Mop the floor with a suitable cleaning solution to ensure it is free from stains and spills.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Wipe walls and doors with a damp cloth and appropriate cleaning solution.
4. Vacuum the floor using a vacuum cleaner with a HEPA filter to capture fine dust particles.
5. Mop the floor using a mop and bucket with a neutral pH cleaning solution.
6. Sanitise high-touch areas with a disinfectant spray and cloth.
7. Remove rubbish, replace bin liners, and ensure bins are clean and odour-free.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Neutral pH cleaning solution
- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no visible stains; high-touch areas are sanitised and free from fingerprints; rubbish bins are empty and odour-free.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch areas are mostly clean; rubbish bins are emptied but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas show some fingerprints; rubbish bins are not emptied daily.
Fail	Heavy dust accumulation; floors are dirty with stains; high-touch areas are unsanitised; rubbish bins are overflowing and odorous.