

Electrical Switchroom

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

Scope of Work

- Dust all surfaces, including switchboards and panels, using a microfibre cloth.
- Vacuum the floor using a HEPA-filtered vacuum cleaner to minimise dust particles.
- Mop the floor with a damp mop using a neutral pH cleaner.
- Wipe down all accessible surfaces with a disinfectant solution, ensuring no residue is left.
- Remove any rubbish and dispose of it in the designated rubbish bin.
- Inspect and clean light fixtures and switches, ensuring they are free from dust and grime.
- Ensure all cleaning activities do not interfere with electrical equipment or safety protocols.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
2. Begin by dusting all surfaces, starting from the highest point and working downwards.
3. Vacuum the floor thoroughly, paying special attention to corners and edges.
4. Mop the floor using a figure-eight motion to ensure even coverage and prevent streaking.
5. Wipe down surfaces with a disinfectant, ensuring all areas are covered and no excess liquid is used near electrical components.
6. Dispose of rubbish in the designated bin and replace liners as needed.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filtered vacuum cleaner
- Damp mop and bucket
- Neutral pH cleaner
- Disinfectant solution
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and grime; floors are spotless with no streaks; no rubbish present; all cleaning activities comply with safety standards.
Good	Minor dust present on non-critical surfaces; floors are clean with minimal streaks; rubbish bins are emptied; compliance with safety standards is maintained.
Pass	Noticeable dust on some surfaces; floors have visible streaks; rubbish bins are not overflowing; basic compliance with safety standards.
Fail	Significant dust and grime on surfaces; floors are dirty with multiple streaks; rubbish bins are overflowing; non-compliance with safety standards.