

## HVAC Plant Room

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

### Scope of Work

- Dusting of all surfaces including equipment, pipes, and ductwork.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solution.
- Wiping down of control panels and accessible surfaces with a damp cloth.
- Sanitising of high-touch areas such as door handles and switches.
- Removal of rubbish and debris from the area.
- Inspection for any visible mould or mildew and reporting to maintenance.

### Method

1. Prepare the area by ensuring all necessary safety precautions are in place, including signage and PPE.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth or duster, starting from the top and working downwards.
4. Vacuum the floor using a vacuum cleaner with a HEPA filter to capture fine dust particles.
5. Mop the floor with a neutral pH cleaning solution, ensuring no excess water is left on the floor.
6. Wipe down control panels and accessible surfaces with a damp microfibre cloth.
7. Sanitise high-touch areas using a suitable disinfectant.
8. Collect and dispose of rubbish in the designated rubbish bin.
9. Inspect for any signs of mould or mildew and report findings to the maintenance team.

### Equipment

- Microfibre cloths
- HEPA filter vacuum cleaner
- Mop and bucket
- Neutral pH cleaning solution
- Disinfectant spray
- Colour-coded cleaning tools
- PPE (gloves, masks, safety goggles)

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                          |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | No visible dust or debris on any surfaces; floors are spotless and dry; all high-touch areas are sanitised; no odours present; all rubbish removed; no signs of mould or mildew.                  |
| <b>Good</b>       | Minor dust on non-essential surfaces; floors are clean with minimal moisture; high-touch areas mostly sanitised; faint odours may be present; rubbish mostly removed; no visible mould or mildew. |
| <b>Pass</b>       | Noticeable dust on some surfaces; floors are clean but may have some moisture; high-touch areas partially sanitised; noticeable odours; some rubbish remains; minor signs of mould or mildew.     |
| <b>Fail</b>       | Significant dust accumulation; floors are dirty or wet; high-touch areas not sanitised; strong odours present; rubbish not removed; visible mould or mildew present.                              |