

Mechanical Room

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

Scope of Work

- Dust all surfaces including machinery, pipes, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Mop floors with appropriate cleaning solution to remove stains and spills.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to ensure dust-free air circulation.
- Wipe down walls and remove any cobwebs.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using a disinfectant spray and cloth.
4. Vacuum the floor using a commercial-grade vacuum cleaner with HEPA filter.
5. Mop the floor using a colour-coded mop and bucket system, ensuring the use of a suitable cleaning solution.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Inspect air vents and filters, clean using a vacuum or damp cloth as necessary.
8. Wipe down walls and remove cobwebs using an extendable duster.

Equipment

- Microfibre cloths
- Disinfectant spray
- Commercial-grade vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Rubbish bin liners
- Extendable duster
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible stains; air vents are clean and unobstructed; no rubbish is present; high-touch areas are sanitised and free of smudges.
Good	Minor dust on high surfaces; floors are clean with minimal stains; air vents show minor dust; rubbish bins are empty; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible stains; air vents have visible dust; some rubbish present; high-touch areas are partially sanitised.
Fail	Heavy dust accumulation; floors are dirty with multiple stains; air vents are clogged with dust; rubbish bins are full; high-touch areas are not sanitised.