

Plant Room

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

Scope of Work

- Dust all surfaces, including equipment and shelving, to prevent accumulation.
- 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 ensure cleanliness and safety.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to maintain air quality.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using a microfibre cloth, starting from high surfaces and working downwards.
4. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
5. Vacuum floors using a HEPA-filtered vacuum cleaner.
6. Mop floors with a neutral pH cleaner, ensuring no residue is left.
7. Dispose of rubbish in designated bins and replace liners.
8. Clean air vents and filters with a vacuum and damp cloth.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Disinfectant spray
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Safety signs

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no residue; air vents are visibly clean; no odours present; high-touch areas are sanitised and free of marks.
Good	Minor dust on high surfaces; floors are clean with minimal residue; air vents have minor dust; no strong odours; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have some residue; air vents show dust accumulation; faint odours present; high-touch areas are partially sanitised.
Fail	Significant dust and debris on surfaces; floors are dirty with visible residue; air vents are clogged with dust; strong odours present; high-touch areas are not sanitised.