

Sprinkler Room

Code: ANCMF-AU-R-SR-03 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces, including pipes, valves, and control panels.
- Wipe down all accessible surfaces with a damp cloth to remove grime and fingerprints.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum the floor to remove dust and debris.
- Mop the floor with a suitable cleaning solution to ensure it is free of stains and spills.
- Empty rubbish bins and replace liners.
- Inspect for and remove any cobwebs from corners and ceilings.

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 highest points and working downwards.
3. Wipe down surfaces with a damp cloth, using a neutral cleaning solution.
4. Sanitise high-touch areas with an appropriate disinfectant.
5. Vacuum the floor thoroughly, paying attention to corners and edges.
6. Mop the floor using a mop and bucket, ensuring the correct dilution of cleaning solution.
7. Dispose of rubbish and replace bin liners.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley
- Vacuum cleaner
- Neutral cleaning solution
- Mop and bucket

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, grime, and fingerprints. Floors are spotless with no visible stains or debris. High-touch areas are thoroughly sanitised. No odours present. Rubbish bins are empty and clean.
Good	Minor dust or fingerprints on less accessible surfaces. Floors are clean with minimal stains. High-touch areas are sanitised. No strong odours. Rubbish bins are emptied.
Pass	Noticeable dust or grime on some surfaces. Floors have visible stains or debris. High-touch areas are partially sanitised. Mild odours present. Rubbish bins are not overflowing.
Fail	Significant dust, grime, or fingerprints on surfaces. Floors are dirty with stains and debris. High-touch areas are not sanitised. Strong odours present. Rubbish bins are overflowing.