

Warehouse

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

Scope of Work

- Dusting of all horizontal surfaces, including shelves and storage areas.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and shared equipment.
- Emptying and cleaning of rubbish bins, ensuring waste is disposed of according to environmental standards.
- Spot cleaning of walls and doors to remove marks and stains.
- Cleaning and sanitising of staff amenities, including toilets and break areas.
- Inspection and cleaning of air vents and ducts to prevent dust accumulation.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to ensure dust and allergens are contained.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant spray on high-touch areas, allowing appropriate dwell time for effective sanitisation.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant solution.
6. Spot clean walls and doors with a suitable cleaner to remove any visible marks.
7. Clean and sanitise toilets and break areas, focusing on sinks, taps, and other fixtures.
8. Inspect air vents and ducts, using a vacuum attachment to remove dust build-up.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Spot cleaning solution
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no residue; high-touch areas are sanitised with no visible marks; rubbish bins are clean and odour-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas have some marks; rubbish bins are not entirely clean; air vents have visible dust.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are unsanitised; rubbish bins are dirty and odorous; air vents are clogged with dust.