

Water Tank Room

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

Scope of Work

- Dust all surfaces including pipes, tanks, and ledges.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Mop floors using a colour-coded system to prevent cross-contamination.
- Remove rubbish and replace bin liners.
- Wipe down walls and equipment with appropriate cleaning agents.
- Inspect and clean drains to prevent blockages and odours.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces from top to bottom, using a damp cloth to capture dust effectively.
3. Sanitise high-touch areas with a disinfectant spray, allowing appropriate dwell time for effectiveness.
4. Mop the floor using a neutral detergent, ensuring all areas are covered and excess water is removed.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Wipe down walls and equipment with a suitable cleaning solution, ensuring no residue is left.
7. Inspect drains for cleanliness and remove any debris to prevent blockages.

Equipment

- Colour-coded cleaning cloths and mops
- Cleaning trolley
- Neutral detergent
- Disinfectant spray
- Dusting cloths
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. No odours present. High-touch areas are sanitised and dry. Floors are spotless and dry. Bins are empty and clean.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. High-touch areas are sanitised. Floors are clean with minimal water spots. Bins are empty.
Pass	Surfaces have some dust or marks. Mild odours may be present. High-touch areas are mostly sanitised. Floors have some water spots. Bins are not overflowing.
Fail	Surfaces are visibly dirty. Strong odours present. High-touch areas are not sanitised. Floors are wet or dirty. Bins are overflowing or dirty.