

Boiler Room

Code: ANCMF-AU-TH-BR-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including pipes, ledges, and equipment.
- Mop floors with appropriate cleaning solution.
- Wipe down all accessible surfaces with a sanitising agent.
- Empty and clean rubbish bins.
- Ensure all cleaning is done using a colour-coded system to prevent cross-contamination.
- Remove any cobwebs from ceilings and corners.
- Check for and remove any visible mould or mildew.
- Ensure all cleaning materials are stored safely and securely after use.

Method

1. Prepare the area by removing any loose debris and ensuring the space is clear for cleaning.
2. Use a damp cloth to dust all surfaces, starting from the highest points and working downwards.
3. Mop the floor using a trolley with a dual-bucket system to separate clean and dirty water.
4. Wipe down all surfaces with a sanitising agent, ensuring all high-touch areas are thoroughly cleaned.
5. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Inspect the area for any signs of mould or mildew and clean with an appropriate mould remover.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant spray
- High-reach dusting tools
- Dual-bucket mop trolley
- Rubbish bin liners
- Personal protective equipment (PPE)
- Sanitising agents

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no streaks; no visible mould or mildew; rubbish bins are clean and odour-free; all cleaning equipment is stored correctly.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; no visible mould or mildew; rubbish bins are clean but may have slight odour; cleaning equipment mostly stored correctly.
Pass	Noticeable dust on surfaces; floors have visible streaks; minor mould or mildew present; rubbish bins have noticeable odour; cleaning equipment not stored correctly.
Fail	Heavy dust accumulation; floors are dirty; significant mould or mildew present; rubbish bins are overflowing or have strong odour; cleaning equipment left out or improperly stored.