

Cleaning Equipment

Code: ANCMF-AU-TH-CE-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves and storage areas.
- Sanitise all cleaning equipment, including mops, brooms, and buckets.
- Wipe down and sanitise trolleys and storage units.
- Empty and clean rubbish bins, ensuring liners are replaced.
- Mop floors with appropriate cleaning solution, ensuring no residue is left.
- Ensure all cleaning chemicals are stored correctly and safely.
- Check and refill hand sanitiser dispensers.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise all cleaning equipment using a disinfectant solution, ensuring all surfaces are covered.
3. Wipe down trolleys and storage units with a sanitising wipe, focusing on high-touch areas.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Mop floors using a colour-coded mop and appropriate cleaning solution, ensuring even coverage.
6. Organise cleaning chemicals by type and ensure they are stored in a ventilated area.
7. Check hand sanitiser dispensers and refill as necessary.

Equipment

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| • Microfibre cloths | • Sanitising wipes | • Rubbish bin liners |
| • Disinfectant solution | • Colour-coded mops and buckets | • Hand sanitiser refills |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; equipment is fully sanitised; bins are clean and odour-free; floors are spotless with no residue; chemicals are neatly organised and stored safely.
Good	Minor dust on high surfaces; equipment is mostly sanitised; bins are clean with minimal odour; floors have slight residue; chemicals are mostly organised.
Pass	Visible dust on surfaces; equipment sanitisation is incomplete; bins have noticeable odour; floors have visible residue; chemicals are disorganised.
Fail	Heavy dust accumulation; equipment is unsanitised; bins are dirty and odorous; floors are dirty with significant residue; chemicals are improperly stored.