

Conveyor System

Code: ANCMF-AU-TH-CS-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting all accessible surfaces of the conveyor system.
- Sanitising handrails and touchpoints.
- Vacuuming debris from the conveyor belt and surrounding areas.
- Wiping down external surfaces with appropriate cleaning agents.
- Emptying and sanitising nearby rubbish bins.
- Inspecting for and removing any visible stains or spills.
- Ensuring all cleaning activities comply with relevant safety standards.

Method

1. Begin by dusting all accessible surfaces using a microfibre cloth to capture dust and prevent airborne particles.
2. Sanitise handrails and touchpoints using a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Use a vacuum with a HEPA filter to remove debris from the conveyor belt and surrounding areas, focusing on crevices and joints.
4. Wipe down external surfaces with a pH-neutral cleaning agent to prevent damage to materials.
5. Empty rubbish bins, replace liners, and sanitise the bin surfaces to prevent odours.
6. Inspect the conveyor system for any visible stains or spills and treat them with appropriate stain removers.
7. Ensure all cleaning activities are conducted with appropriate PPE and signage to maintain safety standards.

Equipment

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|-------------------------|-----------------------------|---------------------------------------|
| • Microfibre cloths | • pH-neutral cleaning agent | • Personal protective equipment (PPE) |
| • Disinfectant solution | • Rubbish bin liners | • Safety signage |
| • HEPA filter vacuum | • Stain removers | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris; all surfaces sanitised and free of stains; no odours present; bins emptied and sanitised; all cleaning conducted with appropriate PPE and signage.
Good	Minor dust or debris in non-critical areas; surfaces mostly sanitised; minor stains present; bins emptied but not sanitised; PPE and signage used.
Pass	Noticeable dust or debris; some surfaces not sanitised; visible stains; bins not emptied; PPE or signage missing.
Fail	Significant dust or debris; surfaces unsanitised; multiple stains; bins overflowing; no PPE or signage used.