

Cargo Warehouse

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

Scope of Work

- Dusting of all surfaces including shelves, beams, and equipment.
- Sanitising high-touch areas such as door handles, switches, and railings.
- Vacuuming and mopping of all floor surfaces.
- Emptying and cleaning of rubbish bins.
- Cleaning and sanitising of staff amenities including toilets and break areas.
- Spot cleaning of walls and partitions.
- Regular inspection and cleaning of loading docks and entry points.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces to capture all dust particles.
3. Sanitise high-touch areas using approved disinfectants.
4. Vacuum floors using industrial-grade equipment, followed by mopping with a neutral pH cleaner.
5. Empty rubbish bins and replace liners, ensuring bins are sanitised.
6. Clean and sanitise toilets and break areas using appropriate cleaning agents.
7. Perform spot cleaning on walls and partitions as needed.
8. Inspect and clean loading docks and entry points, ensuring no debris or obstructions.

Equipment

- Industrial vacuum cleaner
- Microfibre cloths
- Mop and bucket with wringer
- Colour-coded cleaning cloths and mops
- Approved disinfectants and cleaning agents
- Rubbish bin liners
- Dusting tools with extension poles
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible marks; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; no odours present; loading docks are clear and clean.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor residue; faint odours may be present; loading docks have minor debris.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas have some smudges; rubbish bins are not emptied regularly; noticeable odours present; loading docks have some obstructions.
Fail	Heavy dust accumulation; floors are dirty with significant marks; high-touch areas are unsanitised; rubbish bins are overflowing; strong odours present; loading docks are obstructed and dirty.