

Electrical Room

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Mop floors with a damp mop using a neutral detergent.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to prevent dust accumulation.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to ensure all surfaces are free of dust.
3. Sanitise high-touch areas using a disinfectant approved for electrical environments.
4. Vacuum floors using a vacuum cleaner with a HEPA filter to capture fine particles.
5. Mop floors with a damp mop, ensuring no excess water is used to prevent electrical hazards.
6. Dispose of rubbish in designated bins and replace liners.
7. Wipe air vents with a damp cloth to remove dust.

Equipment

- Colour-coded microfibre cloths
- HEPA filter vacuum cleaner
- Damp mop and bucket
- Neutral detergent
- Disinfectant suitable for electrical environments
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. No rubbish present. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Air vents are clean with no visible dust.
Good	Minor dust on high surfaces. Rubbish bins are empty. High-touch areas are mostly clean. Floors have minimal debris. Air vents have slight dust accumulation.
Pass	Noticeable dust on surfaces. Rubbish bins are not overflowing. High-touch areas have some smudges. Floors have visible debris. Air vents have moderate dust.
Fail	Heavy dust on surfaces. Rubbish bins are overflowing. High-touch areas are visibly dirty. Floors have significant debris. Air vents are clogged with dust.