

Equipment Store

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

Scope of Work

- Dust all surfaces including shelves, equipment, and storage units.
- Sanitise high-touch areas such as door handles, light switches, and equipment controls.
- Vacuum all carpeted areas and mop hard floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored correctly and safely.

Method

1. Begin by removing all visible rubbish and debris from the floor and surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Check and empty rubbish bins, replacing liners as needed.
7. Inspect the area for any missed spots or spills and address them immediately.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Rubbish bin liners
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; no odours present.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty but may have minor marks; no strong odours present.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins are not overflowing but have visible marks; slight odours present.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are overflowing or dirty; strong odours present.