

Forklift Area

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

Scope of Work

- Remove all debris and rubbish from the forklift area.
- Dust all surfaces, including shelves and equipment, using a damp cloth to prevent airborne dust.
- Mop the floor with a suitable detergent to remove grease and grime.
- Sanitise high-touch areas such as controls, handles, and switches.
- Inspect and clean any spills immediately to prevent slip hazards.
- Ensure all rubbish bins are emptied and cleaned.
- Maintain clear and visible floor markings by cleaning and removing any obstructions.

Method

1. Begin by clearing the area of any large debris and emptying rubbish bins.
2. Use a damp cloth to dust all surfaces, ensuring to reach high and low areas.
3. Prepare a mop bucket with a suitable detergent solution and mop the entire floor area, focusing on high-traffic zones.
4. Use a sanitising spray on high-touch areas and wipe with a clean cloth.
5. Inspect the area for any spills and clean immediately using appropriate spill kits.
6. Check floor markings and clean around them to ensure visibility.

Equipment

- Colour-coded cleaning cloths
- Sanitising spray
- Rubbish bags
- Mop and bucket with detergent
- Dustpan and brush
- Spill kit

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible stains or marks; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; floor markings are clear and unobstructed.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch areas are mostly clean; rubbish bins are empty but may have minor residue; floor markings are mostly clear.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas have some smudges; rubbish bins are not overflowing but have residue; floor markings are visible but partially obstructed.
Fail	Heavy dust accumulation; floors are dirty with stains; high-touch areas are visibly dirty; rubbish bins are overflowing; floor markings are not visible.