

General Storage

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

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and clean rubbish bins, replacing liners as needed.
- Inspect and clean storage containers and pallets.
- Ensure all cleaning activities are conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a commercial-grade vacuum cleaner equipped with a HEPA filter.
4. Mop the floor using a neutral pH cleaner and a microfibre mop head, ensuring no residue is left behind.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Inspect storage containers for cleanliness and wipe down with a damp cloth if necessary.

Equipment

- Microfibre cloths
- Microfibre mop and bucket
- Colour-coded cleaning tools
- Commercial-grade vacuum cleaner with HEPA filter
- Approved disinfectant
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised with no residue; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are sanitised with slight residue; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas are sanitised but with visible residue; rubbish bins are emptied but not fully clean.
Fail	Visible dust and dirt on surfaces; floors are dirty with significant debris; high-touch areas are not sanitised; rubbish bins are full and odorous.