

IT Server Room

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

Scope of Work

- Dusting of all surfaces including server racks, shelves, and equipment.
- Vacuuming of floors using HEPA-filtered vacuum cleaners to prevent dust recirculation.
- Wiping down of all accessible surfaces with anti-static cloths to prevent static build-up.
- Sanitising of high-touch areas such as door handles and light switches.
- Emptying and cleaning of rubbish bins.
- Inspection and cleaning of air vents and filters to ensure optimal air quality.

Method

1. Begin by donning appropriate PPE including gloves and dust masks.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using anti-static cloths, starting from the highest points and working downwards.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner, ensuring all corners and under equipment are reached.
5. Wipe down all accessible surfaces with anti-static cloths.
6. Sanitise high-touch areas with an approved sanitising solution.
7. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
8. Inspect air vents and filters, clean as necessary to maintain air quality.

Equipment

- HEPA-filtered vacuum cleaner
- Colour-coded cleaning cloths
- Rubbish bin liners
- Anti-static cloths
- Sanitising solution
- PPE including gloves and dust masks

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on any surfaces, floors are spotless, all high-touch areas are sanitised, air vents are clean, and no odours present.
Good	Minimal dust on surfaces, floors are clean with no visible debris, most high-touch areas are sanitised, air vents are mostly clean, and no strong odours present.
Pass	Some dust on surfaces, floors have minor debris, some high-touch areas are sanitised, air vents have minor dust, and mild odours present.
Fail	Visible dust accumulation on surfaces, floors are dirty, high-touch areas are not sanitised, air vents are clogged with dust, and strong odours present.