

Maintenance Shop

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

Scope of Work

- Dust all surfaces including workbenches, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum and mop all floor areas using appropriate cleaning solutions.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish windows and glass surfaces.
- Ensure all cleaning supplies are stored safely and securely.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from top to bottom to capture all particles.
3. Sanitise high-touch areas with approved disinfectants.
4. Vacuum floors using a HEPA-filter vacuum cleaner.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left.
6. Inspect and clean windows and glass surfaces with a streak-free solution.
7. Dispose of rubbish in designated bins and replace liners.

Equipment

- Colour-coded microfibre cloths
- Neutral pH floor cleaner
- Window cleaning solution
- HEPA-filter vacuum cleaner
- Approved disinfectants
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are fully sanitised; windows are streak-free; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas mostly sanitised; windows have minor streaks; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas partially sanitised; windows have visible streaks; rubbish bins have noticeable odour.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas not sanitised; windows are dirty; rubbish bins are overflowing and odorous.