

Plant Room

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

Scope of Work

- Dust all surfaces including equipment, pipes, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Remove rubbish and replace bin liners.
- Inspect and clean air vents and filters to prevent dust accumulation.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Dust all surfaces using microfibre cloths to capture dust effectively.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum floors using a HEPA-filtered vacuum cleaner to capture fine particles.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
7. Inspect air vents and filters, clean with a damp cloth, and ensure they are free from dust and debris.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks or marks. Air vents are free from dust and debris. No rubbish is present, and bins are clean and odour-free.
Good	Most surfaces are clean with minimal dust. High-touch areas are sanitised with slight residue. Floors have minor streaks or marks. Air vents have minimal dust. Rubbish bins are emptied but may have slight odour.
Pass	Surfaces have visible dust in some areas. High-touch areas are sanitised but with visible residue. Floors have noticeable streaks or marks. Air vents have visible dust. Rubbish bins are emptied but not clean.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with streaks and marks. Air vents are clogged with dust. Rubbish bins are full and odorous.