

Tool Room

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

Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and work surfaces.
- Vacuum all carpeted areas and mop hard floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Begin by removing all rubbish and debris from the area.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, ensuring all corners and edges are reached.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise all high-touch surfaces with an approved disinfectant.
6. Inspect the area to ensure all tasks have been completed to the required standard.

Equipment

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|---------------------|----------------------------|---|
| • Microfibre cloths | • Mop and bucket | • Approved disinfectant |
| • Vacuum cleaner | • Neutral pH floor cleaner | • Colour-coded cleaning cloths and mops |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no residue. High-touch areas are sanitised and free of smudges. No rubbish is present. The room has a fresh, neutral odour.
Good	Most surfaces are clean with minimal dust. Floors are clean with slight residue in corners. High-touch areas are mostly sanitised. Minimal rubbish is present. The room has a neutral odour.
Pass	Some surfaces have visible dust. Floors are generally clean but with noticeable residue. High-touch areas are partially sanitised. Some rubbish is present. The room has a slight odour.
Fail	Surfaces are dusty. Floors have visible dirt and residue. High-touch areas are not sanitised. Rubbish is overflowing. The room has an unpleasant odour.