

UPS Room

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

Scope of Work

- Dust all surfaces, including equipment, shelves, and ledges.
- Sanitise all high-touch surfaces, including door handles and light switches.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Check and clean air vents and filters.
- Ensure no cleaning residue is left on equipment or surfaces.

Method

1. Prepare the area by removing any obstacles and ensuring all equipment is turned off and safe to clean around.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
4. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
5. Vacuum carpets and mats using a HEPA-filter vacuum cleaner.
6. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
7. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
8. Inspect air vents and filters, clean with a damp cloth if necessary.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless with no residue; rubbish bins are empty and clean; air vents are dust-free.
Good	Minor dust on high surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; rubbish bins are empty; air vents have minimal dust.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have some residue; rubbish bins not emptied; air vents dusty.
Fail	Significant dust and marks on surfaces; high-touch areas not sanitised; floors dirty with residue; rubbish bins full; air vents clogged with dust.