

Recycling Area

Code: ANCMF-AU-ACF-RA-02 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Remove all recyclable materials from bins and transport to the designated recycling collection point.
- Sanitise all recycling bins and surrounding surfaces to prevent odours and contamination.
- Wipe down all surfaces, including walls and floors, to remove any spills or residue.
- Ensure all bins are lined with appropriate liners and are free from damage.
- Inspect and clean any equipment used in the recycling process, ensuring it is free from debris and contamination.
- Ensure the area is free from pests and report any infestations immediately.

Method

1. Wear appropriate personal protective equipment (PPE) including gloves and masks.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Empty recycling bins and transport contents to the recycling collection point.
4. Sanitise bins using an approved disinfectant, ensuring all surfaces are covered.
5. Wipe down all surfaces with a damp cloth and approved cleaning solution.
6. Inspect the area for any spills or debris and clean as necessary.
7. Replace bin liners and ensure bins are in good condition.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Approved disinfectant and cleaning solutions
- Personal protective equipment (PPE)
- Cleaning trolley
- Bin liners
- Recycling collection containers

Quality Criteria

Performance Level	Criteria
Excellent	All bins and surfaces are spotless, with no visible residue or odours. Bins are correctly lined and in perfect condition. No pests are present.
Good	Bins and surfaces are clean with minimal residue. Bins are lined and in good condition. No pests are visible.
Pass	Bins and surfaces are mostly clean with some minor residue. Bins are lined but may show signs of wear. No pests are visible.
Fail	Bins and surfaces are dirty with visible residue or odours. Bins are not lined or are damaged. Pests are present.