

Loading Bay

Code: ANCMF-AU-CO-LB-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the loading bay area.
- Sweep and mop the entire floor surface using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as door handles, light switches, and handrails.
- Dust and wipe down all ledges, sills, and equipment surfaces.
- Ensure all rubbish bins are emptied and cleaned.
- Inspect and clean any visible stains or spills immediately.
- Maintain clear and unobstructed access to all emergency exits and equipment.

Method

1. Begin by removing all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep the entire floor area, ensuring all corners and edges are reached.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is correctly diluted as per manufacturer's instructions.
4. Mop the floor systematically, starting from the farthest point and working towards the exit to avoid stepping on wet surfaces.
5. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring even coverage.
6. Dust all ledges, sills, and equipment surfaces using a microfibre cloth.
7. Empty rubbish bins, replace liners, and clean the bins with a disinfectant wipe.
8. Inspect the area for any remaining stains or spills and clean them using appropriate spot-cleaning techniques.

Equipment

- Broom and dustpan
- Mop and bucket with wringer
- Microfibre cloths
- Sanitising spray
- Rubbish bin liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, debris, and stains. Floors are spotless with no streaks or residue. High-touch surfaces are sanitised and have no visible marks. Rubbish bins are empty and odour-free.
Good	Most surfaces are clean with minimal dust or debris. Floors are generally clean with minor streaks. High-touch surfaces are mostly sanitised with few visible marks. Rubbish bins are empty with slight odour.
Pass	Surfaces have some dust and debris. Floors have visible streaks and minor residue. High-touch surfaces are partially sanitised with some visible marks. Rubbish bins are not overflowing but have noticeable odour.
Fail	Surfaces are visibly dirty with significant dust and debris. Floors are dirty with streaks and residue. High-touch surfaces are not sanitised and have visible marks. Rubbish bins are overflowing and have strong odour.