

Garden

Code: ANCMF-AU-EF-G-02 • Facility: Education Facility • Frequency: daily

Scope of Work

- Remove all rubbish and debris from garden areas, including pathways and seating areas.
- Sanitise all outdoor furniture and fixtures.
- Sweep and clean all pathways and paved areas.
- Wipe down and clean all signage and notice boards.
- Ensure all rubbish bins are emptied and cleaned.
- Remove any cobwebs from structures and plants.
- Ensure all garden tools and equipment are cleaned and stored properly after use.

Method

1. Conduct a visual inspection of the garden area to identify cleaning needs.
2. Use a broom and dustpan to sweep pathways and paved areas.
3. Collect and dispose of rubbish in designated rubbish bins.
4. Use a sanitising solution to clean outdoor furniture and fixtures.
5. Wipe down signage and notice boards with a damp cloth.
6. Empty rubbish bins and replace liners as needed.
7. Use a cobweb brush to remove cobwebs from structures and plants.
8. Clean and store garden tools and equipment in designated storage areas.

Equipment

- Broom and dustpan
- Rubbish bags and bin liners
- Garden tool cleaning supplies
- Sanitising solution and cloths
- Cobweb brush

Quality Criteria

Performance Level	Criteria
Excellent	All areas are free of rubbish and debris, pathways are spotless, outdoor furniture and fixtures are sanitised and free of marks, signage is clean and legible, no cobwebs are present, and bins are empty and clean.
Good	Minor rubbish or debris present, pathways mostly clean, outdoor furniture and fixtures mostly sanitised, signage mostly clean, few cobwebs present, bins mostly empty and clean.
Pass	Some rubbish or debris present, pathways have visible dirt, outdoor furniture and fixtures have some marks, signage is readable but not fully clean, cobwebs are noticeable, bins are not fully emptied or cleaned.
Fail	Significant rubbish or debris present, pathways are dirty, outdoor furniture and fixtures are unsanitised, signage is unreadable, cobwebs are widespread, bins are full and dirty.