

Community Garden

Code: ANCMF-AU-GB-CG-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove rubbish and debris from garden paths and seating areas.
- Sweep and mop hard surfaces, ensuring they are free from dirt and stains.
- Sanitise seating areas and communal tables.
- Dust and wipe down garden signage and fixtures.
- Ensure rubbish bins are emptied and cleaned.
- Check and clean water features, ensuring no algae or debris build-up.
- Maintain cleanliness of garden tools and storage areas.

Method

1. Begin by collecting all visible rubbish and debris, placing it in appropriate rubbish bins.
2. Sweep all hard surfaces, including paths and seating areas, using a broom or blower.
3. Mop hard surfaces with a suitable cleaning solution, ensuring no residue is left behind.
4. Sanitise seating and tables using a disinfectant spray and cloth, focusing on high-touch areas.
5. Dust and wipe down all signage and fixtures with a damp cloth.
6. Empty rubbish bins, replace liners, and clean bins with a disinfectant solution.
7. Inspect water features, removing any debris and cleaning surfaces to prevent algae growth.
8. Clean and organise garden tools and storage areas, ensuring they are free from dirt and rust.

Equipment

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| • Broom and dustpan | • Microfibre cloths | • Garden hose |
| • Mop and bucket | • Rubbish bags | • Cleaning trolley |
| • Disinfectant spray | • Colour-coded cleaning cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dirt or debris. Rubbish bins are empty and clean. Water features are clear and free from algae. All tools and storage areas are organised and clean.
Good	Minor dirt or debris present on surfaces. Rubbish bins are empty but may have minor stains. Water features are mostly clear. Tools and storage areas are mostly clean and organised.
Pass	Noticeable dirt or debris on surfaces. Rubbish bins are not overflowing but have visible stains. Water features have some algae. Tools and storage areas are somewhat disorganised.
Fail	Significant dirt or debris on surfaces. Rubbish bins are overflowing or heavily stained. Water features are murky with algae. Tools and storage areas are dirty and disorganised.