

Food Bank

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

Scope of Work

- Dusting and wiping of all surfaces, including shelves, counters, and tables.
- Sanitising of all food preparation areas and equipment.
- Vacuuming and mopping of all floors.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of toilets and washbasins.
- Ensuring all cleaning is performed using a colour-coded system to prevent cross-contamination.
- Regular inspection and cleaning of high-touch areas such as door handles and taps.

Method

1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed.
2. Sanitise food preparation areas using a food-safe sanitiser, ensuring all surfaces are left clean and free of residue.
3. Vacuum all carpeted areas and mop hard floors using a neutral pH cleaner.
4. Empty all rubbish bins, replace liners, and sanitise the bins.
5. Clean toilets and washbasins using a disinfectant cleaner, ensuring all surfaces are thoroughly sanitised.
6. Use a colour-coded cleaning system to prevent cross-contamination, ensuring separate cloths and mops are used for different areas.
7. Inspect and clean high-touch areas regularly to minimise the risk of infection.

Equipment

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|-----------------------|----------------------------|---|
| • Microfibre cloths | • Mop and bucket | • Colour-coded cleaning cloths and mops |
| • Food-safe sanitiser | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Vacuum cleaner | • Disinfectant cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust and debris. Floors are spotless with no visible stains. Rubbish bins are empty and sanitised. High-touch areas are sanitised multiple times daily. No odours present.
Good	Surfaces are mostly clean with minimal dust. Floors are clean with minor stains. Rubbish bins are emptied and sanitised. High-touch areas are sanitised at least once daily. Minimal odours present.
Pass	Surfaces have some dust accumulation. Floors have visible stains. Rubbish bins are emptied but not sanitised. High-touch areas are occasionally sanitised. Noticeable odours present.
Fail	Surfaces are dusty and dirty. Floors are stained and dirty. Rubbish bins are full and unsanitised. High-touch areas are not sanitised. Strong odours present.