

Fuel Storage

Code: ANCMF-AU-GB-FS-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces, including storage tanks and shelving.
- Mopping of floors with appropriate cleaning agents to remove spills and stains.
- Sanitising of high-touch areas such as door handles and light switches.
- Removal of rubbish and debris from the area.
- Inspection and cleaning of drains and spill containment areas.

Method

1. Prepare the area by removing any loose debris and ensuring all cleaning equipment is ready for use.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Mop the floors using a colour-coded mop and bucket system with a degreasing agent suitable for fuel storage areas.
4. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are thoroughly wiped.
5. Collect and dispose of all rubbish in designated rubbish bins, ensuring bins are emptied and cleaned.
6. Inspect drains and spill containment areas, cleaning as necessary to ensure they are free from blockages and contamination.

Equipment

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| • Microfibre cloths | • Degreasing agent | • Rubbish bins |
| • Colour-coded mop and bucket | • Disinfectant spray | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and stains; floors are spotless with no visible spills; high-touch areas are sanitised and free from smudges; rubbish bins are empty and clean; drains are clear and functioning properly.
Good	Minor dust on surfaces; floors have minimal stains; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor residue; drains are mostly clear.
Pass	Noticeable dust on surfaces; floors have visible stains; high-touch areas have some unsanitised spots; rubbish bins are not overflowing but have visible residue; drains are partially blocked.
Fail	Heavy dust accumulation; floors are stained and sticky; high-touch areas are unsanitised; rubbish bins are overflowing; drains are blocked and not functioning.