

Garbage Room

Code: ANCMF-AU-GB-GR-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove all rubbish from bins and replace liners.
- Sanitise rubbish bins and surrounding areas.
- Sweep and mop floors using appropriate cleaning solutions.
- Wipe down walls and doors to remove any marks or stains.
- Ensure all surfaces are free from dust and debris.
- Check for and remove any cobwebs or insect nests.
- Ensure proper ventilation to minimise odours.

Method

1. Wear appropriate personal protective equipment (PPE) including gloves and masks.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Remove rubbish and replace bin liners, ensuring bins are sanitised.
4. Sweep the floor to remove loose debris.
5. Prepare a mop with a suitable cleaning solution and mop the floor thoroughly.
6. Wipe down walls and doors with a disinfectant solution.
7. Inspect the area for any remaining dirt or debris and clean as necessary.
8. Ensure the room is left tidy and all equipment is returned to the cleaning trolley.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, bins are sanitised and odour-free, floors are gleaming with no visible dirt, and the room is free from pests and cobwebs.
Good	Surfaces are clean with minimal marks, bins are sanitised with slight odour, floors are clean with minor spots, and the room has no visible pests or cobwebs.
Pass	Surfaces have some marks, bins are emptied but not fully sanitised, floors have visible dirt, and there are occasional cobwebs or signs of pests.
Fail	Surfaces are dirty, bins are overflowing or unsanitised, floors are dirty with debris, and there are visible pests or cobwebs.