

Incinerator

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

Scope of Work

- Remove all rubbish and debris from the incinerator area.
- Sanitise all surfaces, including walls, floors, and equipment exteriors.
- Dust and wipe down all accessible surfaces to prevent accumulation.
- Mop floors with appropriate cleaning solutions to remove stains and spills.
- Ensure all drains and waste disposal areas are clean and free from blockages.
- Use colour-coded cleaning systems to prevent cross-contamination.
- Inspect and clean all safety signage and ensure visibility.
- Maintain odour control by using appropriate deodorisers.

Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian workplace health and safety standards.
2. Use a trolley to organise cleaning supplies and equipment, ensuring all items are colour-coded for specific areas.
3. Remove all rubbish and debris, placing it in designated rubbish bins for disposal.
4. Dust all surfaces using microfibre cloths to capture particles effectively.
5. Sanitise surfaces with approved cleaning agents, focusing on high-touch areas.
6. Mop floors using a two-bucket system to ensure cleanliness and prevent cross-contamination.
7. Inspect drains and waste disposal areas, clearing any blockages and cleaning thoroughly.
8. Check and clean safety signage, ensuring it is legible and correctly positioned.
9. Apply deodorisers to maintain a fresh environment.
10. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Personal Protective Equipment (PPE)
- Colour-coded microfibre cloths
- Two-bucket mopping system
- Approved cleaning agents and sanitisers
- Deodorisers
- Cleaning trolley
- Rubbish bins

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no visible dust or debris, floors are gleaming, no odours present, safety signage is pristine and visible.
Good	Surfaces are clean with minimal dust, floors are clean with no visible stains, slight odour may be present but not overpowering, safety signage is clean and visible.
Pass	Surfaces are generally clean but may have some dust, floors are clean but may have minor stains, odour is noticeable but not unpleasant, safety signage is visible but may have minor smudges.
Fail	Surfaces are visibly dirty or dusty, floors have significant stains or debris, strong unpleasant odour present, safety signage is obscured or dirty.