

Loading Bay

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

Scope of Work

- Remove all rubbish and debris from the loading bay area.
- Sweep and mop the entire floor surface using appropriate cleaning solutions.
- Sanitise all high-touch surfaces including door handles, switches, and railings.
- Dust and wipe down all ledges, sills, and equipment surfaces.
- Ensure all rubbish bins are emptied and cleaned.
- Inspect and clean any visible stains or spills immediately.
- Maintain clear and unobstructed access to all emergency exits and equipment.

Method

1. Begin by removing all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Sweep the entire floor area to remove dust and loose dirt.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is colour-coded for the area.
4. Mop the floor thoroughly, paying special attention to corners and edges.
5. Use a sanitising solution to wipe down all high-touch surfaces.
6. Dust all ledges, sills, and equipment surfaces using a microfibre cloth.
7. Inspect the area for any stains or spills and clean them immediately using appropriate stain removal techniques.
8. Ensure all rubbish bins are emptied, cleaned, and lined with new bin liners.
9. Conduct a final inspection to ensure all tasks have been completed to the required standard.

Equipment

- Broom and dustpan
- Microfibre cloths
- Rubbish bins and liners
- Mop and bucket with colour-coded cleaning solution
- Sanitising spray
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust, dirt, or debris; all surfaces are sanitised and free of stains; bins are empty and clean; no odours present; floor is dry and free of marks.
Good	Minor dust or dirt in corners; surfaces are mostly clean and sanitised; bins are empty but may have minor marks; faint odours may be present; floor is mostly dry with minor marks.
Pass	Noticeable dust or dirt in several areas; some surfaces may not be fully sanitised; bins are not emptied or have visible marks; noticeable odours; floor is wet or has visible marks.
Fail	Significant dust, dirt, or debris present; surfaces are not sanitised; bins are full or overflowing; strong odours present; floor is wet and hazardous.