

Recycling Area

Code: ANCMF-AU-GB-RA-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove all rubbish and recyclables from bins and surrounding areas.
- Sanitise all rubbish bins and recycling containers.
- Sweep and mop floors to remove dirt and debris.
- Wipe down and sanitise all surfaces, including benches and tables.
- Ensure all signage is clean and legible.
- Check and clean any spills immediately to prevent slip hazards.
- Dust all horizontal surfaces to prevent accumulation.
- Inspect and clean any visible marks on walls and doors.

Method

1. Begin by removing all rubbish and recyclables, placing them in the appropriate external bins.
2. Use a colour-coded cleaning system to avoid cross-contamination, ensuring separate cloths and mops for different areas.
3. Sanitise bins and containers using an approved disinfectant, ensuring all surfaces are covered.
4. Sweep the floor thoroughly, then mop using a neutral detergent solution.
5. Wipe down all surfaces with a disinfectant wipe, paying attention to frequently touched areas.
6. Check for and clean any spills immediately using appropriate spill kits.
7. Dust all horizontal surfaces using a microfibre cloth.
8. Inspect walls and doors for marks and clean as necessary.

Equipment

- Colour-coded cleaning cloths and mops
- Approved disinfectant and neutral detergent
- Microfibre cloths
- Spill kits
- Cleaning trolley
- Broom and dustpan
- Mop and bucket

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. Bins are sanitised and odour-free. Floors are spotless with no debris or spills. Signage is clean and legible.
Good	Surfaces are mostly clean with minimal dust or marks. Bins are sanitised with no strong odours. Floors are clean with minor debris. Signage is mostly clean and legible.
Pass	Surfaces have some dust or marks. Bins are sanitised but may have slight odours. Floors have some debris. Signage is somewhat clean and legible.
Fail	Surfaces are visibly dirty with dust and marks. Bins are not sanitised and have strong odours. Floors are dirty with debris and spills. Signage is dirty and illegible.