

Waste Storage

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

Scope of Work

- Remove all rubbish and waste materials from the storage area.
- Sanitise all surfaces, including floors, walls, and storage containers.
- Ensure all rubbish bins are emptied and cleaned.
- Check for and eliminate any unpleasant odours.
- Ensure the area is free from pests and vermin.
- Maintain clear and safe access to all waste storage areas.
- Ensure all cleaning materials and equipment are stored safely and securely after use.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by removing all visible waste and debris from the area.
3. Use a trolley to transport waste to the designated disposal area.
4. Apply a suitable sanitising solution to all surfaces and allow it to dwell for the recommended time.
5. Wipe down all surfaces with a clean cloth, ensuring no residue is left.
6. Use a mop to clean the floor, ensuring all spills and stains are removed.
7. Inspect the area for any remaining odours and apply an odour neutraliser if necessary.
8. Conduct a final inspection to ensure all tasks have been completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Odour neutralisers
- Rubbish bins and liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no odours present, bins are empty and clean, no waste or debris present, area is organised and accessible.
Good	All surfaces are clean, minor odours may be present but not overpowering, bins are empty, minimal waste or debris present, area is mostly organised.
Pass	Surfaces are mostly clean, some odours present, bins are emptied but not cleaned, some waste or debris present, area is somewhat organised.
Fail	Surfaces are dirty, strong odours present, bins are full or dirty, significant waste or debris present, area is disorganised and inaccessible.