

Loading Dock

Code: ANCMF-AU-H-LD-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the loading dock area.
- Sweep and mop the entire dock floor using appropriate cleaning solutions.
- Sanitise all high-touch surfaces, including handrails and door handles.
- Clean and sanitise rubbish bins and replace liners.
- Dust and wipe down all horizontal surfaces, including ledges and equipment.
- Inspect and clean drains to prevent blockages and odours.
- Ensure all cleaning equipment is stored neatly and safely after use.

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 and mop the floor, paying special attention to corners and edges.
4. Use a sanitising spray and cloth to clean all high-touch surfaces thoroughly.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Dust and wipe down all horizontal surfaces with a damp cloth.
7. Check and clean drains, ensuring they are free from blockages and odours.
8. Return all cleaning equipment to the storage area, ensuring it is clean and ready for the next use.

Equipment

- Broom and dustpan
- Mop and bucket
- Sanitising spray
- Microfibre cloths
- Rubbish bin liners
- Protective gloves
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or debris. Floors are dry and free from stains. No odours present. High-touch surfaces are sanitised and shine. Rubbish bins are clean and odour-free.
Good	Minor dust or smudges on surfaces. Floors are mostly clean with minimal stains. No strong odours. High-touch surfaces are sanitised. Rubbish bins are clean with no visible residue.
Pass	Visible dust or dirt on some surfaces. Floors have some stains or marks. Mild odours present. High-touch surfaces are mostly sanitised. Rubbish bins have minor residue.
Fail	Significant dirt or debris on surfaces. Floors are dirty or sticky. Strong odours present. High-touch surfaces are not sanitised. Rubbish bins are dirty with visible residue and odours.