

## Recycling Area

Code: ANCMF-AU-H-RA-02 • Facility: Hospitality • Frequency: daily

### Scope of Work

- Remove all rubbish and recycling materials from bins and surrounding areas.
- Sanitise all surfaces, including bins, floors, and walls, to prevent odours and contamination.
- Wipe down and disinfect all high-touch surfaces, such as door handles and light switches.
- Sweep and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Ensure all bins are lined with appropriate liners and are free from damage.
- Check and clean any spills or stains immediately to maintain a clean environment.
- Ensure the area is free from pests and report any infestations to management.

### Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian workplace health and safety requirements.
2. Remove all rubbish and recycling materials from bins, ensuring proper segregation of waste.
3. Use a sanitising solution to clean and disinfect all surfaces, focusing on high-touch areas.
4. Sweep the floor to remove debris, then mop using a colour-coded mop and bucket system.
5. Inspect bins for damage, replace liners, and ensure they are clean and odour-free.
6. Conduct a final inspection to ensure all areas are clean and sanitised, and report any issues to management.

### Equipment

- Colour-coded cleaning cloths and mops
- Sanitising solutions and disinfectants
- Personal protective equipment (PPE)
- Rubbish bin liners
- Cleaning trolley
- Broom and dustpan

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and sanitised, with no odours or stains. Bins are empty, lined, and free from damage. Floors are spotless and dry. No pests are present. |
| <b>Good</b>       | Surfaces are mostly clean with minor smudges. Bins are empty and lined, with minor wear. Floors are clean with slight dampness. No visible pests.                       |
| <b>Pass</b>       | Surfaces have some visible dirt or smudges. Bins are mostly empty and lined, with some damage. Floors have some debris or damp spots. Occasional pest sighting.         |
| <b>Fail</b>       | Surfaces are visibly dirty or stained. Bins are full, unlined, or damaged. Floors are dirty or wet. Pests are present.                                                  |