

Waste Room

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

Scope of Work

- Remove all rubbish and waste materials from bins and surrounding areas.
- Sanitise rubbish bins and surrounding surfaces to prevent odours and bacterial growth.
- Sweep and mop floors to remove debris and spills.
- Wipe down walls and doors to remove marks and stains.
- Ensure proper segregation of waste according to colour-coded systems.
- Inspect for and report any signs of pest activity.

Method

1. Begin by removing all rubbish from bins and surrounding areas, ensuring proper waste segregation.
2. Sanitise bins using appropriate cleaning agents, focusing on lids and handles.
3. Sweep the entire floor area to remove loose debris.
4. Prepare a mop with a suitable cleaning solution and mop the floor thoroughly.
5. Wipe down walls and doors with a disinfectant solution, paying attention to high-touch areas.
6. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising agents and disinfectants
- Rubbish bags
- Broom and dustpan
- Mop and bucket
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	No visible waste or debris; bins are sanitised and odour-free; floors and walls are spotless; no pest activity detected.
Good	Minor debris present; bins are mostly sanitised with slight odour; floors and walls have minor marks; no pest activity detected.
Pass	Some debris present; bins have noticeable odour; floors and walls have visible marks; no pest activity detected.
Fail	Significant debris present; bins are unsanitised with strong odour; floors and walls are heavily marked; pest activity detected.