

Loading Dock

Code: ANCMF-AU-HF-LD-01 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the loading dock area.
- Sweep and mop the entire floor surface using appropriate cleaning agents.
- Sanitise all high-touch surfaces, including door handles and railings.
- Clean and sanitise any spillages immediately to prevent contamination.
- Dust and wipe down all ledges, sills, and equipment surfaces.
- Ensure all rubbish bins are emptied, cleaned, and lined with new bags.
- Inspect and clean any drainage areas to prevent blockages.
- Ensure all cleaning activities comply with infection control guidelines.

Method

1. Begin by removing all visible rubbish and debris, placing it in the designated rubbish bins.
2. Sweep the floor thoroughly to remove dust and dirt.
3. Prepare a mop with a sanitising solution and mop the entire floor area, paying special attention to corners and edges.
4. Use a disinfectant spray and cloth to wipe down all high-touch surfaces.
5. Address any spillages immediately with appropriate cleaning agents to prevent contamination.
6. Dust all ledges and equipment surfaces using a microfibre cloth.
7. Empty rubbish bins, clean them with a disinfectant, and replace liners.
8. Check drainage areas for blockages and clean as necessary.
9. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

- Broom and dustpan
- Mop and bucket with sanitising solution
- Microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- Colour-coded cleaning system
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust, dirt, or debris; all surfaces are sanitised and free of stains; no odours present; bins are empty and clean; compliance with infection control standards is evident.
Good	Minor dust or dirt in less accessible areas; surfaces are mostly clean and sanitised; bins are empty but may have minor residue; slight odour may be present but not overpowering.
Pass	Visible dust or dirt in some areas; surfaces are generally clean but may have some stains; bins are emptied but not thoroughly cleaned; noticeable odour present.
Fail	Significant dust, dirt, or debris present; surfaces are visibly dirty or stained; bins are full or unclean; strong odour present; non-compliance with infection control standards.