

Loading Dock

Code: ANCMF-AU-I-LD-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the loading dock area.
- Sweep and mop the dock floor using appropriate cleaning solutions.
- Wipe down all surfaces, including loading equipment and railings, with a sanitising solution.
- Ensure all rubbish bins are emptied and cleaned.
- Clean and sanitise any high-touch areas such as door handles and switches.
- Inspect and clean any visible stains or spills immediately.
- Maintain clear and unobstructed pathways for safe operations.

Method

1. Begin by removing all visible rubbish and debris from the area, placing it in the appropriate rubbish bins.
2. Use a broom to sweep the entire dock floor, ensuring all dust and loose particles are collected.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is correctly diluted as per the manufacturer's instructions.
4. Mop the floor thoroughly, paying special attention to corners and edges.
5. Use a sanitising spray and cloth to wipe down all surfaces, including equipment and railings.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
7. Wipe down high-touch areas with a sanitising wipe or cloth.
8. Inspect the area for any remaining stains or spills and clean them immediately.

Equipment

- Broom and dustpan
- Sanitising spray and cloths
- Colour-coded cleaning cloths
- Mop and bucket
- Rubbish bins and liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible debris or rubbish; floors are spotless and dry; all surfaces are free from dust and stains; high-touch areas are sanitised and free from fingerprints; bins are empty and clean; no odours present.
Good	Minor dust or debris in corners; floors are clean but may have slight dampness; surfaces are mostly clean with minor smudges; high-touch areas are mostly sanitised; bins are empty but may have minor residue; faint odours may be present.
Pass	Noticeable dust or debris in some areas; floors are clean but damp; surfaces have visible smudges; high-touch areas have some fingerprints; bins are not overflowing but have visible residue; noticeable odours present.
Fail	Significant debris or rubbish present; floors are dirty or wet; surfaces have visible dust and stains; high-touch areas are not sanitised; bins are overflowing; strong odours present.