

Picking Area

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

Scope of Work

- Dusting all surfaces including shelves, equipment, and fixtures.
- Sanitising high-touch areas such as door handles, switches, and shared equipment.
- Vacuuming and mopping floors to remove debris and spills.
- Emptying and cleaning rubbish bins, ensuring waste is disposed of correctly.
- Cleaning and sanitising any shared workstations or desks.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Use a colour-coded cleaning system to sanitise high-touch areas, ensuring no cross-contamination.
3. Vacuum the floor using an industrial vacuum cleaner, focusing on corners and under equipment.
4. Mop the floor with a neutral detergent, ensuring all spills and stains are removed.
5. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- Industrial vacuum cleaner
- Rubbish bin liners
- Colour-coded cleaning cloths and sanitising agents
- Mop and bucket with neutral detergent
- Disinfectant spray

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible stains; high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch areas are mostly clean; rubbish bins are emptied but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas show some smudging; rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation; floors are dirty with stains; high-touch areas are unsanitised; rubbish bins are overflowing or unclean.