

Recycling Area

Code: ANCMF-AU-I-RA-03 • Facility: Industrial • Frequency: daily

Scope of Work

- Remove rubbish and debris from the recycling area.
- Sanitise all surfaces, including sorting tables and bins.
- Sweep and mop floors to remove dust and spills.
- Wipe down walls and equipment to prevent dust accumulation.
- Ensure all rubbish bins are emptied and cleaned.
- Use colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by removing all visible rubbish and debris from the area and dispose of it in the designated rubbish bins.
2. Use a broom to sweep the entire floor area, ensuring all dust and debris are collected.
3. Prepare a mop and bucket with an appropriate cleaning solution and mop the floor, paying special attention to high-traffic areas.
4. Wipe down all surfaces, including sorting tables and equipment, with a sanitising solution.
5. Empty all rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Inspect the area for any remaining dirt or debris and repeat cleaning steps as necessary.

Equipment

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| • Broom and dustpan | • Sanitising solution | • Rubbish bin liners |
| • Mop and bucket | • Colour-coded cleaning cloths | • Personal protective equipment (PPE) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised; no dust or debris present; bins are empty and clean; no odours detected.
Good	Surfaces are mostly clean with minor dust; bins are emptied and mostly clean; minimal odours present.
Pass	Surfaces have some dust; bins are emptied but not fully clean; some odours present.
Fail	Surfaces are visibly dirty; bins are full or dirty; strong odours present.