

Smoking Area

Code: ANCMF-AU-I-SA-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Remove all cigarette butts and rubbish from designated smoking area.
- Empty and sanitise rubbish bins.
- Sweep and mop floors to remove ash and debris.
- Wipe down all surfaces including benches, tables, and ashtrays.
- Clean and sanitise any seating areas.
- Ensure all signage is clean and visible.
- Check and refill any sanitising stations.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by removing all visible rubbish and cigarette butts, placing them in a designated rubbish bag.
3. Empty rubbish bins and sanitise them using an appropriate disinfectant.
4. Sweep the floor to remove loose debris, followed by mopping with a suitable cleaning solution.
5. Wipe down all surfaces with a disinfectant wipe, ensuring all ashtrays are emptied and cleaned.
6. Sanitise seating areas using a suitable upholstery cleaner if applicable.
7. Ensure all signage is free from dirt and grime, cleaning with a damp cloth if necessary.
8. Check sanitising stations and refill as required.

Equipment

- Colour-coded cleaning cloths and mops
- Industrial broom and dustpan
- Disinfectant wipes and sprays
- Rubbish bags
- Sanitising solution
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or cigarette butts; surfaces are spotless and sanitised; bins are empty and odour-free; floors are clean with no debris; signage is clear and legible; sanitising stations are full.
Good	Minor traces of ash or debris; surfaces are mostly clean; bins are emptied but may have slight odour; floors are mostly clean; signage is mostly clear; sanitising stations are mostly full.
Pass	Some visible rubbish or cigarette butts; surfaces are somewhat clean; bins are not overflowing but have noticeable odour; floors have some debris; signage is readable but not clear; sanitising stations are partially filled.
Fail	Significant rubbish or cigarette butts present; surfaces are dirty; bins are overflowing and have strong odour; floors are dirty with visible debris; signage is unclear or unreadable; sanitising stations are empty.