

Truck Bay

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

Scope of Work

- Remove all rubbish and debris from the truck bay area.
- Sweep and mop the entire floor surface using appropriate cleaning solutions.
- Sanitise all high-touch surfaces, including door handles and switches.
- Clean and wipe down all walls and surfaces to remove dust and grime.
- Ensure all drains are free from blockages and clean.
- Check and refill all soap and sanitiser dispensers.
- Inspect and clean all windows and glass surfaces for smudges and dirt.
- Ensure all safety signage is clean and visible.

Method

1. Begin by removing all rubbish and debris, placing it into designated rubbish bins.
2. Use a broom to sweep the entire floor area, ensuring all corners and edges are reached.
3. Prepare a mop and bucket with a suitable cleaning solution, ensuring the mop is colour-coded for the area.
4. Mop the floor thoroughly, paying special attention to any stains or spills.
5. Use a sanitising spray and cloth to wipe down all high-touch surfaces.
6. Inspect walls and surfaces, using a damp cloth to remove any dust or grime.
7. Check all drains for blockages and clean as necessary.
8. Refill soap and sanitiser dispensers as needed.
9. Clean windows and glass surfaces using a glass cleaner and squeegee.
10. Ensure all safety signage is clean and visible, wiping down as necessary.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust or grime. Floors are clean and dry with no stains. High-touch surfaces are sanitised and free from smudges. Windows and glass surfaces are crystal clear. All dispensers are full, and drains are clear.
Good	Minor dust or smudges on surfaces. Floors are generally clean with minor marks. High-touch surfaces are mostly sanitised. Windows and glass surfaces have minor streaks. Dispensers are mostly full, and drains are mostly clear.
Pass	Noticeable dust or grime on surfaces. Floors have visible stains or marks. High-touch surfaces are partially sanitised. Windows and glass surfaces have visible streaks. Dispensers are low, and drains have minor blockages.
Fail	Significant dust or grime on surfaces. Floors are dirty with multiple stains. High-touch surfaces are not sanitised. Windows and glass surfaces are dirty. Dispensers are empty, and drains are blocked.