

Water Treatment Plant

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

Scope of Work

- Sanitising all high-touch surfaces including control panels, handrails, and door handles.
- Dusting and wiping down all machinery exteriors and surfaces.
- Mopping floors with appropriate cleaning solutions to prevent slip hazards.
- Cleaning and sanitising toilets and washroom facilities.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning activities comply with relevant Australian workplace health and safety requirements.
- Implementing a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents.
2. Begin by dusting and wiping down all machinery exteriors using microfibre cloths.
3. Sanitise high-touch surfaces with a disinfectant solution.
4. Mop floors using a wet mop and appropriate cleaning solution, ensuring no residue is left.
5. Clean and sanitise toilets and washroom facilities, ensuring all surfaces are disinfected.
6. Empty rubbish bins, replace liners, and sanitise the bin interiors.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Wet mop and bucket
- Cleaning trolley
- Disinfectant solutions
- Colour-coded cleaning cloths
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and stains. No odours present. Floors are dry and non-slip. High-touch surfaces are sanitised and free from smudges. Toilets are spotless and sanitised. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust or dirt. No strong odours present. Floors are mostly dry. High-touch surfaces are mostly sanitised. Toilets are clean with minor water spots. Rubbish bins are empty.
Pass	Surfaces have some dust or dirt but are generally clean. Mild odours may be present. Floors may have some wet spots. High-touch surfaces are partially sanitised. Toilets are generally clean. Rubbish bins are not overflowing.
Fail	Surfaces are visibly dirty or dusty. Strong odours present. Floors are wet or slippery. High-touch surfaces are not sanitised. Toilets are dirty or stained. Rubbish bins are overflowing or dirty.