

## Garden Area

Code: ANCMF-AU-R-GA-01 • Facility: Retail • Frequency: daily

### Scope of Work

- Remove all rubbish and debris from garden beds, pathways, and seating areas.
- Sweep and clean pathways and paved areas to remove dirt, leaves, and other debris.
- Wipe down and sanitise all outdoor furniture, including benches and tables.
- Clean and sanitise rubbish bins, ensuring they are emptied and liners replaced.
- Dust and wipe down signage and decorative elements.
- Ensure all water features are free from debris and algae.
- Check and clean outdoor lighting fixtures for cobwebs and dirt.

### Method

1. Begin by collecting all visible rubbish and debris using a colour-coded cleaning system to prevent cross-contamination.
2. Sweep pathways and paved areas with a broom, collecting debris into a dustpan and disposing of it in the appropriate rubbish bin.
3. Use a damp cloth and appropriate cleaning solution to wipe down and sanitise outdoor furniture, ensuring all surfaces are clean and free from stains.
4. Empty rubbish bins, replace liners, and sanitise the bin surfaces with a disinfectant spray.
5. Dust signage and decorative elements with a microfibre cloth to remove dust and cobwebs.
6. Inspect water features and remove any debris or algae using a net or appropriate cleaning tool.
7. Wipe down outdoor lighting fixtures with a damp cloth to remove dirt and cobwebs.

### Equipment

- Broom and dustpan
- Microfibre cloths
- Colour-coded cleaning cloths
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley
- Net for water features

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                       |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All areas are spotless, with no visible rubbish, debris, or stains. Pathways are clear and free from dirt. Outdoor furniture and bins are sanitised and free from odours. Water features are clear and algae-free. Lighting fixtures are clean and functional. |
| <b>Good</b>       | Minor debris or dirt present in isolated areas. Furniture and bins are mostly clean with no significant odours. Water features have minimal debris. Lighting fixtures have minor dust.                                                                         |
| <b>Pass</b>       | Noticeable debris or dirt in several areas. Furniture and bins show signs of use but are generally clean. Water features have some debris. Lighting fixtures are dusty.                                                                                        |
| <b>Fail</b>       | Significant debris, dirt, or stains present. Furniture and bins are dirty or have strong odours. Water features are clogged or algae-covered. Lighting fixtures are dirty or non-functional.                                                                   |