

Garbage Room

Code: ANCMF-AU-R-GR-02 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all rubbish and replace bin liners.
- Sanitise rubbish bins and surrounding areas.
- Sweep and mop floors using appropriate cleaning solutions.
- Wipe down walls and doors to remove any marks or spills.
- Ensure proper segregation of waste according to recycling guidelines.
- Check for and eliminate any pest activity.
- Maintain a clean and organised trolley for cleaning supplies.

Method

1. Wear appropriate personal protective equipment (PPE) including gloves and masks.
2. Remove all rubbish from bins and replace liners.
3. Use a colour-coded cleaning system to avoid cross-contamination.
4. Sweep the floor to remove loose debris.
5. Prepare a mop bucket with a sanitising solution and mop the floor thoroughly.
6. Use a damp cloth with a disinfectant to wipe down walls and doors.
7. Inspect the area for any signs of pests and report if necessary.
8. Ensure all cleaning equipment is cleaned and stored properly after use.

Equipment

- Colour-coded cleaning cloths and mop heads.
- Sanitising solutions and disinfectants.
- Rubbish bin liners.
- Broom and dustpan.
- Mop and bucket.
- Personal protective equipment (PPE).
- Cleaning trolley.

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; bins are sanitised and odour-free; floors are spotless with no residue; walls and doors are free of marks; no pest activity detected.
Good	Minor rubbish or debris present; bins are mostly sanitised with minimal odour; floors are clean with slight residue; walls and doors have minor marks; no pest activity detected.
Pass	Some rubbish or debris present; bins have noticeable odour; floors have visible residue; walls and doors have visible marks; no pest activity detected.
Fail	Significant rubbish or debris present; bins are unsanitised with strong odour; floors are dirty with significant residue; walls and doors are heavily marked; pest activity detected.