

Loading Bay

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

Scope of Work

- Remove all rubbish and debris from the loading bay area.
- Sweep and mop the entire floor surface using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as door handles, switches, and railings.
- Dust and wipe down all horizontal surfaces, including ledges and equipment.
- Ensure all rubbish bins are emptied and cleaned.
- Inspect and clean any visible stains or spills immediately.
- Maintain clear and unobstructed access to emergency exits and equipment.

Method

1. Begin by removing all visible rubbish and debris, placing it in the designated rubbish bins.
2. Sweep the entire floor area to remove dust and loose dirt.
3. Prepare a mop bucket with a suitable cleaning solution, ensuring it is appropriate for the floor type.
4. Mop the floor, starting from the farthest corner and working towards the exit to avoid stepping on wet surfaces.
5. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring thorough coverage.
6. Dust all horizontal surfaces using a microfibre cloth to capture dust effectively.
7. Empty rubbish bins, replace liners, and clean the bins with a disinfectant spray.
8. Inspect the area for any remaining stains or spills and clean them using appropriate spot cleaning techniques.

Equipment

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|---------------------|--------------------|---------------------------------------|
| • Broom and dustpan | • Mop and bucket | • Rubbish bin liners |
| • Microfibre cloths | • Sanitising spray | • Personal protective equipment (PPE) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and debris. Floors are spotless with no visible stains or marks. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty, clean, and odour-free.
Good	Most surfaces are clean with minimal dust or dirt. Floors have minor marks but are generally clean. High-touch surfaces are mostly sanitised with few smudges. Rubbish bins are empty and clean with slight odour.
Pass	Surfaces have some dust and dirt. Floors have visible marks and stains. High-touch surfaces are partially sanitised with noticeable smudges. Rubbish bins are emptied but not cleaned, with noticeable odour.
Fail	Surfaces are visibly dirty with dust and debris. Floors have significant stains and dirt. High-touch surfaces are not sanitised and have visible smudges. Rubbish bins are full or not emptied, with strong odour.