

Recycling Area

Code: ANCMF-AU-R-RA-03 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all rubbish and recyclables from bins and surrounding areas.
- Sanitise all surfaces, including bins, floors, and walls.
- Dust and wipe down all accessible surfaces.
- Mop floors with appropriate cleaning solution.
- Ensure all bins are lined with the correct colour-coded liners.
- Check for and remove any spills or stains immediately.
- Ensure the area is free from odours.

Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian workplace health and safety requirements.
2. Remove all rubbish and recyclables, ensuring correct segregation and disposal.
3. Sanitise all surfaces using a disinfectant approved for use in retail environments.
4. Dust and wipe down surfaces using a microfibre cloth to capture dust particles effectively.
5. Mop the floor using a mop and bucket with a neutral pH cleaning solution, ensuring no residue is left.
6. Replace bin liners with colour-coded liners to prevent cross-contamination.
7. Conduct a final inspection to ensure the area is clean, odour-free, and presentable.

Equipment

- Colour-coded cleaning cloths and mop heads
- Microfibre cloths
- Disinfectant and cleaning solutions
- Mop and bucket
- Rubbish and recycling bins with liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, bins are empty and lined, no odours present, and the floor is dry and streak-free.
Good	Minor dust or smudges on surfaces, bins are empty and lined, no strong odours, and the floor is mostly dry with minimal streaks.
Pass	Visible dust or smudges on surfaces, bins are mostly empty, slight odour present, and the floor is damp with visible streaks.
Fail	Significant dust or smudges, bins overflowing, strong odour present, and the floor is wet or sticky.