

Truck Dock

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

Scope of Work

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

Method

1. Begin by removing all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep the entire dock area, ensuring all corners and edges are reached.
3. Prepare a mop bucket with a suitable cleaning solution, following the manufacturer's instructions.
4. Mop the floor systematically, starting from the farthest point and working towards the exit.
5. Use a sanitising spray and cloth to wipe down all high-touch surfaces.
6. Dust all surfaces using a microfibre cloth, paying attention to ledges and equipment.
7. Empty and clean rubbish bins, replacing liners as needed.
8. Inspect the area for any spills or stains and clean them immediately using appropriate methods.

Equipment

- Broom and dustpan
- Mop and bucket
- Microfibre cloths
- Sanitising spray
- Rubbish bin liners
- Colour-coded cleaning cloths
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or debris. Floors are clean and dry with no stains. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty and odour-free.
Good	Minor dust or debris present in less than 5% of the area. Floors are mostly clean with no major stains. High-touch surfaces are mostly sanitised with minimal smudges. Rubbish bins are empty with minimal odour.
Pass	Noticeable dust or debris in less than 10% of the area. Floors have minor stains. High-touch surfaces are partially sanitised with some smudges. Rubbish bins are not overflowing but may have some odour.
Fail	Visible dust or debris in more than 10% of the area. Floors are stained or wet. High-touch surfaces are not sanitised and have visible smudges. Rubbish bins are overflowing or have strong odour.