

Cargo Areas

Code: ANCMF-AU-TH-CA-04 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting all surfaces including shelving, equipment, and structural elements.
- Sanitising high-touch areas such as door handles, light switches, and control panels.
- Vacuuming and mopping all floor surfaces to remove debris and spills.
- Emptying and cleaning rubbish bins, ensuring proper waste segregation.
- Cleaning and sanitising loading docks and adjacent areas.
- Wiping down walls and partitions to remove marks and stains.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent redistribution.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum floors using a commercial-grade vacuum cleaner with HEPA filter to capture fine particles.
4. Mop floors with a neutral pH cleaner, using a colour-coded mop system to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and clean bins with a sanitising solution.
6. Wipe down walls and partitions with a damp cloth and appropriate cleaning solution.
7. Inspect all areas to ensure compliance with cleaning standards and rectify any deficiencies.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner with HEPA filter
- Colour-coded mop and bucket system
- Disinfectant solution
- Neutral pH floor cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, debris, and stains. Floors are spotless with no visible marks. High-touch areas are sanitised and free from smudges. Rubbish bins are clean and odour-free. No visible dirt or grime on walls and partitions.
Good	Minor dust or debris on surfaces. Floors have minimal marks. High-touch areas are mostly sanitised. Rubbish bins are clean with slight odour. Minor marks on walls and partitions.
Pass	Noticeable dust or debris on surfaces. Floors have visible marks. High-touch areas are partially sanitised. Rubbish bins have noticeable odour. Visible marks on walls and partitions.
Fail	Significant dust or debris on surfaces. Floors are dirty with multiple marks. High-touch areas are not sanitised. Rubbish bins are dirty and odorous. Walls and partitions have significant marks and stains.