

Loading Dock

Code: ANCMF-AU-TH-LD-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the loading dock area.
- Sweep and mop the entire dock floor using appropriate cleaning solutions.
- Sanitise all high-touch surfaces, including handrails and door handles.
- Dust and wipe down all surfaces, including ledges and equipment.
- Ensure all rubbish bins are emptied and cleaned.
- Check and clean any drains or water collection points to prevent blockages.
- Inspect and clean any signage for visibility and hygiene.

Method

1. Begin by removing all visible rubbish and debris, placing it in designated rubbish bins.
2. Use a broom to sweep the entire area, focusing on corners and edges.
3. Prepare a mop and bucket with a suitable cleaning solution, ensuring the solution is appropriate for the surface type.
4. Mop the floor systematically, starting from the farthest point and moving towards the exit.
5. Sanitise high-touch surfaces using a disinfectant spray and cloth, ensuring all areas are covered.
6. Dust all surfaces using a microfibre cloth, paying attention to ledges and equipment.
7. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
8. Check drains and water collection points, removing any debris and cleaning as necessary.
9. Wipe down signage with a damp cloth to ensure cleanliness and visibility.

Equipment

- Broom and dustpan
- Mop and bucket
- Microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- Protective gloves
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, debris, and stains. Floors are spotless with no residue. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty, clean, and odour-free. Drains are clear and functioning properly.
Good	Most surfaces are clean with minimal dust or debris. Floors have slight residue but are generally clean. High-touch surfaces are mostly sanitised with minor smudges. Rubbish bins are empty but may have slight odour. Drains are mostly clear.
Pass	Surfaces have some dust and debris. Floors show visible residue. High-touch surfaces have noticeable smudges. Rubbish bins are not overflowing but have odour. Drains have minor blockages.
Fail	Surfaces are visibly dirty with dust and debris. Floors are sticky or stained. High-touch surfaces are unsanitised. Rubbish bins are overflowing and odorous. Drains are blocked and not functioning.