

Recycling Center

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

Scope of Work

- Remove all rubbish and recyclables from bins and surrounding areas.
- Sanitise all surfaces, including sorting tables and bins.
- Sweep and mop floors to remove debris and spills.
- Dust and wipe down all accessible surfaces, including ledges and equipment.
- Ensure all cleaning is conducted using colour-coded systems to prevent cross-contamination.
- Check and refill hand sanitiser dispensers and soap at wash stations.
- Ensure all cleaning activities comply with Australian workplace health and safety standards.

Method

1. Begin by collecting all rubbish and recyclables, ensuring proper segregation according to recycling guidelines.
2. Use a colour-coded cleaning system to sanitise all surfaces, starting with the least contaminated areas.
3. Sweep the entire floor area, paying special attention to corners and under equipment.
4. Mop the floor using a suitable cleaning solution, ensuring no residue is left behind.
5. Dust and wipe down all surfaces, using appropriate cleaning agents for different materials.
6. Inspect and refill hand sanitiser and soap dispensers as needed.
7. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Colour-coded cleaning cloths and mops
- Industrial broom and dustpan
- Sanitising solutions and sprays
- Rubbish and recycling bins
- Hand sanitiser and soap dispensers
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no rubbish or debris present, floors are spotless and dry, bins are empty and clean, no odours detected.
Good	Surfaces are mostly clean with minor smudges, minimal rubbish or debris, floors are clean with slight dampness, bins are emptied but may have minor residue, faint odours may be present.
Pass	Surfaces have visible dirt or smudges, some rubbish or debris present, floors are clean but damp, bins are not overflowing but have visible residue, noticeable odours present.
Fail	Surfaces are dirty or sticky, significant rubbish or debris present, floors are dirty or wet, bins are overflowing or dirty, strong odours present.