

ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER.:	

Outcome / Purpose –To ensure QUU Network Buildings are clean, tidy and replenished (where applicable).

TASKS

Note: Cleaning of any Operational Equipment and Plant is NOT part of this Work.

- 1. Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
- 2. Before Photos**- Take sufficient photos to show the pre-clean condition of each area.
- 3. Dedicated cleaning equipment & materials for Water and Sewer Sites** –dedicated cleaning equipment and materials shall be used water sites and sewer sites to prevent any cross contamination.
- 4. Site Type** –The extent of works are consistent across all Water and Sewer Network Building sites with the exception of SP010 Bunya St SPS which is a manned site. As a manned SPS site the daily workplace amenities cleaning are carried out under a separate Work Order, Task list and Form (FOR950). Below are the site dependant tasks required for this General Facilities Cleaning works

a. QUU Network Buildings (Except SP010) – General Facilities Clean and Service

- i. Internal Floor Area** – Sweep, Vacuum and mop the floor.
- ii. Internal Stairs** - Sweep, Vacuum and mop the stairs (excluding confined space areas).
- iii. Internal Window Sills** – Clean all window sills of dust debris.
- iv. Internal cobwebs** – Remove all cobwebs
- v. Hand rails** – Wipe over and clean all accessible handrails (excluding confined space areas)
- vi. Toilets** – Clean and disinfect the toilets, toilet doors and toilet floor
- vii. Hand Basins/Sinks** – Clean and disinfect all hand basins or sinks and the floor area
- viii. Replenish consumables (if applicable)** – Replenish toilet paper, hand wash/soap, paper towels.
- ix. Rubbish Bins** – Empty all rubbish bins the clean and disinfect the bins.
- x. Rubbish/Debris Disposal** – Remove any general rubbish found inside the building, rubbish from bins, any cleaning products materials and dispose of offsite.

b. Only SP010 Bunya Street Sewer Pump Station Site – General Facilities Clean and Service

Note: Workplace Amenities Clean & Service for this site are part of a separate Work Order, task list and Form (FOR950)

i. **Main SPS Building**

- Internal Ground Floor Area** – Sweep, Vacuum and mop all floor areas of the sewer pump station buildings (including Wet Well Ground floors, Dry Well 1 Ground floors, Dry Well 2 Ground Floors, and all access hallways and areas of the sewer pump station building. Excludes below ground level Dry Wells and Wet Wells
- Internal Window Sills** – Clean all window sills of dust debris where accessible from the ground level.
- Internal cobwebs** – Remove cobwebs
- Hand rails** – Wipe over and clean all accessible handrails (excluding confined space areas)
- Control Room (Ground Floor)** – Excluded from this general cleaning & service as it is part of the more frequent Workplace Amenities Clean & Service Works, Task List and Form FOR950.
- Internal First Floor Area and Staircase**– Excluded from this general cleaning & service as it is part of the more frequent Workplace Amenities Clean & Service Works, Task List and Form FOR950. This area consists of the Lunchroom/Kitchen, Storage, Bathrooms, Showers & Toilets.

ii. **High Voltage Building/Room** – Excluded from this general cleaning & service.

- 5. After Photos**- Take sufficient photos to demonstrate each area has been cleaned. The after photos shall be taken from the same locations as the Before Photos.
- 6. Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the General Facilities Cleaning works are complete and the building and gates have been locked and the site is secure.

BUILDING GENERAL FACILITIES CLEAN & SERVICE	Yes	No	N/A
1. Have all cleaning works been completed?			
2. Have all servicing and replenishing works been undertaken?			
3. Have all after photos been taken?			

ADDITIONAL CORRECTIVE WORKS	Yes	No	N/A
4. Are any additional Corrective Works required?			

Corrective Works Required / Sketch of Corrective Works Locations / Quantities / Additional Comments

Use the space below to provide details of any additional corrective works including a sketch of the location and quantity/extent of the work.

CORRECTIVE WORK PRIORITY

 Low ☐

 Medium ☐

 High ☐

Inspected by (Print Name):	Date:
Signed:	Date: