

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

Outcome / Purpose –To ensure all Workplace amenities at SP010 Bunya St SPS are clean, hygienic, tidy and replenished/restocked to provide for a safe and hygienic workplace for the on site operators and personnel..

TASKS

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

1. **Notify QUU**– Notify on site QUU Site Manager/Operator of arrival on site.
2. **Completion of the Works and Working Hours** – The daily cleaning tasks must be undertaken and fully completed during working hours of 7am and 3pm. Note that the works must be completed during this time.
3. **Dedicated cleaning equipment & materials for Water and Sewer Sites** –dedicated cleaning equipment and materials shall be used for workplace amenities to prevent any cross contamination.
4. **Site Type** –As a manned SPS site the daily workplace amenities cleaning and servicing consist of the following tasks:
 - a. **SP010 Bunya Street Sewer Pump Station Site** – General Facilities Daily Clean and Service
Note: General Facilities Cleaning and Servicing for this site are part of a separate Work Order, task list and Form (FOR935)
 - i. **Main SPS Building - Control Room (Ground Floor)**
 - **Floor** – Vacuum, mop and disinfect all floor areas
 - **Window Sills** - Clean all window sills of dust debris where accessible from the floor level.
 - **Bench-tops, Desks and surfaces** – Clean and disinfect all bench-tops, desks and surfaces
 - **Cobwebs** – Remove all cobwebs
 - **Rubbish Bins** – Empty all rubbish bins then clean and disinfect the bins.
 - ii. **Main SPS Building - Staircases–**
 - **Steps/Treads** – Vacuum, mop and disinfect all steps and landing areas
 - **Handrails** – Wipe clean and disinfect the handrails
 - iii. **Main SPS Building – Lunchroom/Kitchen (First Floor)**
 - **Floors** -Vacuum, mop and disinfect all floor areas.
 - **Window Sills** - Clean all window sills of dust debris where accessible from the floor level.
 - **Bench-tops/Surfaces–** Clean and disinfect all bench-tops and surfaces
 - **Tables and Chairs** – Wipe clean and disinfect all tables and chairs
 - **Sinks & Tapware** – - Clean and disinfect all sinks and tapware
 - **Tiles and Splashbacks** - Clean and disinfect all tiled surfaces and splashbacks
 - **Dishwasher** – Wipe over and clean outside of dishwasher and run dishwasher if packed with dirty items.
 - **Replenish consumables** – Supply and replenish hand wash/soap and paper towels.
 - **Rubbish Bins** – Empty all rubbish bins then clean and disinfect the bins.
 - **Cobwebs** – Remove all cobwebs
 - iv. **Main SPS Building – Bathrooms/Toilets/Showers (First Floor)**
 - **Floors** - -Vacuum, mop and disinfect all floor areas.
 - **Windows Sills** - Clean inside glazing and all window sills
 - **Bench-tops/Surfaces** – Clean and disinfect all bench-tops and surfaces
 - **Tiles and Splashbacks** - Clean and disinfect all tiled surfaces and splashbacks
 - **Mirrors** – Wipe clean all mirrors
 - **Hand Basins/Sinks & Tapware** – Clean and disinfect all hand basins, sinks and tapware.
 - **Showers and tapware** - Clean and disinfect all surfaces inside the showersincluding all tapware and showerheads
 - **Toilets** - Clean and disinfect the toilets, toilet doors and cubical walls and locks and all toilet floor areas

Task List Continued over page

- **Replenish consumables** – Supply and replenish hand wash/soap and paper towels
 - **Rubbish Bins** – Empty all rubbish bins then clean and disinfect the bins.
 - **Cobwebs** – Remove all cobwebs
 - v. **Main SPS Building – Storerooms (First Floor)**
 - **Floors** - -Vacuum, mop and disinfect all floor areas.
 - **Windows Sills** - Clean inside glazing and all window sills
 - **Bench-tops** – Clean and disinfect all bench-tops and surfaces
 - **Rubbish Bins** – Empty all other rubbish bins then clean and disinfect the bins.
 - **Cobwebs** – Remove all cobwebs
 - vi. **Rubbish Bins** – Empty all rubbish bins the clean and disinfect the bins.
 - vii. **Rubbish/Debris Disposal** – Remove any general rubbish found inside the building, rubbish from bins, any cleaning products materials and dispose of offsite.
 - viii. **Excluded Areas** –The following areas are excluded from this Workplace Amenities Cleaning & Servicing as they are performed under a different Work Order, Task List and Form (FOR935)
 - **Main SPS Building - Internal Ground Floor Area** – Excluded areas consists of the 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.
 - **High Voltage Building/Room** – Excluded from this Workplace Amenities clean & service.
5. **Reporting Completion of Task/Work:** – Record confirmation that all tasks and works in the above Task List have been completed by providing comments, answers and details on the Work Order.
6. **Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the Workplace Amenities Cleaning and Servicing works are complete and the building and gates have been locked and the site is secure.