

## Bus Stop

Code: ANCMF-AU-ACF-BS-03 • Facility: Aged Care Facility • Frequency: daily

### Scope of Work

- Remove all rubbish and debris from the bus stop area.
- Sanitise seating and handrails.
- Clean and polish glass surfaces.
- Sweep and mop the floor area.
- Dust and wipe all surfaces, including signage.
- Check and clean rubbish bins, replacing liners as necessary.
- Inspect and remove any graffiti or marks from surfaces.

### Method

1. Begin by collecting all visible rubbish and debris, disposing of it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to sanitise seating and handrails, ensuring all surfaces are thoroughly wiped with a disinfectant solution.
3. Clean glass surfaces using a glass cleaner and a microfibre cloth for a streak-free finish.
4. Sweep the floor area to remove dust and dirt, followed by mopping with a suitable floor cleaner.
5. Dust all surfaces, including signage, using a duster or microfibre cloth.
6. Check rubbish bins, empty if necessary, and replace liners.
7. Inspect for graffiti or marks, using appropriate cleaning solutions to remove them.

### Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant solution
- Glass cleaner
- Microfibre cloths
- Sweeping broom
- Mop and bucket
- Rubbish bags and bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                           |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are spotless, with no visible dust, dirt, or marks. Glass is streak-free. No rubbish or debris present. Bins are empty and clean. No odours detected. |
| <b>Good</b>       | Minor dust or marks on surfaces. Glass may have slight streaks. Minimal rubbish or debris. Bins are mostly empty and clean. No strong odours.                      |
| <b>Pass</b>       | Noticeable dust or marks on surfaces. Glass has visible streaks. Some rubbish or debris present. Bins are not overflowing. Mild odours present.                    |
| <b>Fail</b>       | Significant dust, dirt, or marks on surfaces. Glass is dirty. Rubbish or debris is abundant. Bins are overflowing. Strong odours present.                          |