

## Taxi Stand

Code: ANCMF-AU-ACF-TS-02 • Facility: Aged Care Facility • Frequency: daily

### Scope of Work

- Remove all rubbish and debris from the taxi stand area.
- Sanitise all seating and touchpoints, including railings and benches.
- Sweep and mop the floor area, ensuring it is free from dirt and spills.
- Clean and polish any signage and information boards.
- Ensure all bins are emptied and sanitised.
- Check and clean any lighting fixtures for dust and cobwebs.
- Inspect and clean any glass surfaces, ensuring they are streak-free.

### Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to sanitise all seating and touchpoints with an approved disinfectant.
3. Sweep the entire floor area, then mop with a suitable cleaning solution, ensuring no slippery residues remain.
4. Wipe down and polish all signage and information boards using a glass cleaner and microfibre cloth.
5. Empty all rubbish bins, replace liners, and sanitise the bin surfaces.
6. Dust and clean lighting fixtures using a duster and appropriate cleaning solution.
7. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks are left.

### Equipment

- Colour-coded cleaning cloths and mops
- Approved disinfectant and cleaning solutions
- Microfibre cloths
- Rubbish bags
- Broom and dustpan
- Bucket and mop
- Glass cleaner
- Duster

### Quality Criteria

Performance Level	Criteria
<b>Excellent</b>	All surfaces are spotless, with no visible dirt or debris. Touchpoints are sanitised and free from smudges. Bins are empty and odour-free. Glass surfaces are streak-free. No dust or cobwebs present.
<b>Good</b>	Minor smudges or dirt may be present on less than 5% of surfaces. Touchpoints are mostly sanitised. Bins are empty but may have slight odour. Glass surfaces have minimal streaks. Minimal dust or cobwebs.
<b>Pass</b>	Visible dirt or smudges on 10% of surfaces. Touchpoints are partially sanitised. Bins are not overflowing but have noticeable odour. Glass surfaces have visible streaks. Some dust or cobwebs present.
<b>Fail</b>	Significant dirt or smudges on more than 10% of surfaces. Touchpoints are not sanitised. Bins are overflowing or have strong odour. Glass surfaces are streaked. Dust and cobwebs are clearly visible.