

Parking Garage

Code: ANCMF-AU-CO-PG-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Remove rubbish and debris from all areas, including corners and under parked vehicles.
- Sweep and mop all floors, ensuring no accumulation of dirt or grime.
- Clean and sanitise all touchpoints, including lift buttons, handrails, and door handles.
- Dust and wipe down all signage and fixtures.
- Ensure all rubbish bins are emptied and cleaned.
- Remove any visible stains or spills promptly.
- Inspect and clean all lighting fixtures for dust and cobwebs.
- Ensure all drains and water outlets are free from blockages and clean.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the designated rubbish bins.
2. Use a broom to sweep the entire floor area, paying special attention to corners and under parked vehicles.
3. Prepare a mop with a suitable cleaning solution and mop the entire floor, ensuring no areas are missed.
4. Use a sanitising solution to wipe down all touchpoints, including lift buttons, handrails, and door handles.
5. Dust all signage and fixtures using a microfibre cloth.
6. Empty all rubbish bins, replace liners, and clean the bins with a disinfectant.
7. Inspect the area for any stains or spills and clean them using appropriate stain removal techniques.
8. Check all lighting fixtures for dust and cobwebs, cleaning as necessary.
9. Inspect drains and water outlets, removing any blockages and cleaning the area.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Microfibre cloths
- Sanitising solution
- Rubbish bags
- Personal protective equipment (PPE)
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; floors are spotless and dry; all touchpoints are sanitised and free from fingerprints; bins are empty and clean; no stains or spills present; lighting fixtures are dust-free; drains are clear and clean.
Good	Minimal rubbish or debris; floors are clean with minor wet spots; most touchpoints are sanitised; bins are empty but may have minor residue; minor stains or spills present; lighting fixtures have minimal dust; drains are mostly clear.
Pass	Some rubbish or debris present; floors have visible dirt or wet spots; some touchpoints are missed; bins are not fully clean; noticeable stains or spills; lighting fixtures have visible dust; drains have minor blockages.
Fail	Significant rubbish or debris; floors are dirty and wet; touchpoints are unsanitised; bins are full or dirty; large stains or spills; lighting fixtures are dusty; drains are blocked.