

Terrace

Code: ANCMF-AU-CO-T-02 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the terrace area.
- Sweep and mop the terrace floor using appropriate cleaning solutions.
- Wipe down all outdoor furniture, ensuring surfaces are free from dust and stains.
- Clean and sanitise handrails and other high-touch surfaces.
- Ensure all drains are clear of debris to prevent water pooling.
- Check and clean any outdoor 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 dispose of it in the appropriate rubbish bins.
2. Use a broom to sweep the entire terrace area, paying special attention to corners and edges.
3. Prepare a mop bucket with a suitable outdoor cleaning solution and mop the floor, ensuring even coverage.
4. Use a microfibre cloth and a mild detergent to wipe down all furniture and handrails.
5. Inspect drains and remove any blockages or debris.
6. Dust and clean lighting fixtures using a soft cloth.
7. Clean glass surfaces with a glass cleaner and a squeegee for a streak-free finish.

Equipment

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| • Broom and dustpan | • Outdoor furniture cleaner | • Personal protective equipment (PPE) |
| • Mop and bucket with appropriate cleaning solution | • Glass cleaner and squeegee | as required |
| • Microfibre cloths | • Rubbish bags | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, stains, or debris. Glass surfaces are streak-free. No odours present. Drains are clear and functional.
Good	Minor dust or smudges on surfaces. Glass surfaces mostly streak-free. No strong odours. Drains mostly clear.
Pass	Noticeable dust or smudges on surfaces. Some streaks on glass. Mild odours present. Drains have minor blockages.
Fail	Significant dust, stains, or debris on surfaces. Glass surfaces have visible streaks. Strong odours present. Drains blocked.