

Courtyard

Code: ANCMF-AU-GB-C-08 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the courtyard area.
- Sweep and mop all hard surfaces, ensuring they are free from dirt, stains, and spills.
- Sanitise all seating areas, tables, and handrails.
- Dust and wipe down all outdoor furniture and fixtures.
- Ensure all rubbish bins are emptied and cleaned.
- Check and clean any water features, ensuring they are free from algae and debris.
- Maintain cleanliness of pathways and ensure they are free from obstructions.

Method

1. Begin by collecting all visible rubbish and debris, placing it into the appropriate rubbish bins.
2. Use a broom to sweep all hard surfaces, focusing on corners and edges.
3. Prepare a mop bucket with a suitable cleaning solution and mop all hard surfaces, ensuring no residue is left behind.
4. Use a sanitising spray and cloth to clean all seating areas, tables, and handrails.
5. Dust and wipe down all outdoor furniture and fixtures using a microfibre cloth.
6. Empty all rubbish bins, replace liners, and clean the bins with a disinfectant.
7. Inspect water features, removing any debris and cleaning surfaces as needed.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

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| • Broom and dustpan | • Sanitising spray | • Cleaning trolley |
| • Mop and bucket | • Disinfectant | |
| • Microfibre cloths | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dirt, stains, or debris. Rubbish bins are empty and clean. All furniture and fixtures are dust-free and sanitised. Water features are clear and free from algae.
Good	Minor dust or dirt may be present in less accessible areas. Rubbish bins are empty but may have minor marks. Furniture and fixtures are mostly dust-free and sanitised. Water features are mostly clear.
Pass	Some visible dirt or dust on surfaces. Rubbish bins are emptied but not cleaned. Furniture and fixtures have visible dust. Water features have minor debris.
Fail	Visible dirt, stains, or debris on surfaces. Rubbish bins are full or dirty. Furniture and fixtures are dusty and unsanitised. Water features are dirty or algae-covered.