

Garage

Code: ANCMF-AU-GB-G-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the garage area.
- Sweep and mop all floor surfaces to remove dirt, dust, and stains.
- Wipe down all surfaces, including walls, doors, and any fixtures.
- Sanitise high-touch areas such as door handles and light switches.
- Inspect and clean any drains or water outlets to prevent blockages.
- Ensure all signage is clean and visible.
- Maintain cleanliness of any windows or glass surfaces.
- Check and refill any necessary cleaning supplies in the area.

Method

1. Begin by collecting all visible rubbish and disposing of it in the appropriate rubbish bins.
2. Use a broom to sweep the entire floor area, ensuring all corners and edges are reached.
3. Prepare a mop with a suitable cleaning solution and mop the floor, focusing on removing any stains or spills.
4. Use a damp cloth with a disinfectant solution to wipe down all surfaces, including walls and doors.
5. Sanitise high-touch areas with a sanitising spray and cloth.
6. Inspect drains and remove any visible debris to ensure proper drainage.
7. Clean any glass surfaces with a glass cleaner and cloth.
8. Check signage for cleanliness and visibility, cleaning as necessary.
9. Restock any cleaning supplies as needed.

Equipment

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| • Broom and dustpan | • Disinfectant and sanitising solutions | • Cleaning trolley |
| • Mop and bucket | • Glass cleaner | • Rubbish bags |
| • Microfibre cloths | • Colour-coded cleaning cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, dirt, or stains. Floors are clean and dry with no debris. High-touch areas are thoroughly sanitised. All signage is clean and clearly visible. No odours present.
Good	Minor dust or dirt may be present on less accessible surfaces. Floors are mostly clean with minimal debris. High-touch areas are sanitised. Signage is mostly clean and visible. No strong odours present.
Pass	Noticeable dust or dirt on some surfaces. Floors have some debris. High-touch areas are partially sanitised. Signage is readable but may have some dirt. Mild odours may be present.
Fail	Significant dust, dirt, or stains on surfaces. Floors are dirty with visible debris. High-touch areas are not sanitised. Signage is obscured by dirt. Strong odours are present.