

Garden

Code: ANCMF-AU-GB-G-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Remove all rubbish and debris from garden areas.
- Sweep and clean all pathways and paved areas.
- Wipe down and sanitise all outdoor furniture.
- Ensure all rubbish bins are emptied and cleaned.
- Clean and sanitise all outdoor handrails and touchpoints.
- Maintain cleanliness of garden signage and information boards.
- Remove cobwebs and dust from all surfaces.
- Ensure all garden areas are free from unpleasant odours.

Method

1. Conduct a visual inspection of the garden area to identify cleaning needs.
2. Use a broom and dustpan to sweep pathways and paved areas.
3. Utilise a colour-coded cleaning system to wipe and sanitise outdoor furniture and touchpoints.
4. Empty rubbish bins and replace liners, ensuring bins are wiped clean.
5. Use a damp cloth to clean and sanitise handrails and signage.
6. Remove cobwebs using a long-handled duster.
7. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

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| • Broom and dustpan | • Sanitising solution | • Long-handled duster |
| • Colour-coded cleaning cloths | • Rubbish bin liners | • Outdoor cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All areas are free from rubbish, debris, and cobwebs. Pathways are spotless, and all surfaces are sanitised with no visible dirt or stains. No unpleasant odours present.
Good	Minor traces of dirt or debris may be present, but overall cleanliness is maintained. Surfaces are mostly sanitised, with no strong odours detected.
Pass	Some areas may have visible dirt or debris, and surfaces may not be fully sanitised. Mild odours may be present.
Fail	Significant dirt, debris, or cobwebs present. Surfaces are unsanitised, and strong unpleasant odours are noticeable.