

## Memorial Garden

Code: ANCMF-AU-GB-MG-01 • Facility: Government Building • Frequency: daily

### Scope of Work

- Remove rubbish and debris from garden areas and pathways.
- Sanitise seating areas and handrails.
- Dust and wipe down memorial plaques and statues.
- Sweep and mop pathways to remove dirt and stains.
- Clean and sanitise water features and fountains.
- Ensure all rubbish bins are emptied and cleaned.
- Maintain cleanliness of garden furniture and fixtures.

### Method

1. Inspect the area for rubbish and debris, and remove using appropriate tools.
2. Use a colour-coded cleaning system to sanitise seating areas and handrails with a suitable disinfectant.
3. Dust memorial plaques and statues with a microfibre cloth, ensuring no residue is left.
4. Sweep pathways with a broom, followed by mopping with a neutral pH cleaner.
5. Clean water features using a non-abrasive cleaner, ensuring no algae or build-up is present.
6. Empty rubbish bins, replace liners, and clean the interior and exterior of bins.
7. Wipe down garden furniture with a damp cloth and sanitise as needed.

### Equipment

- Colour-coded cleaning cloths and mops
- Microfibre dusters
- Broom and dustpan
- Neutral pH cleaner
- Disinfectant
- Rubbish bags
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                    |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All areas are spotless with no visible dirt, debris, or stains. All surfaces are sanitised and free of smudges. Water features are clear and free of algae. |
| <b>Good</b>       | Minor dirt or debris present in less than 5% of the area. Surfaces are mostly clean with minimal smudges. Water features are mostly clear.                  |
| <b>Pass</b>       | Noticeable dirt or debris in less than 10% of the area. Some smudges on surfaces. Water features have minor build-up.                                       |
| <b>Fail</b>       | Significant dirt or debris in more than 10% of the area. Surfaces are visibly dirty or unsanitised. Water features have visible algae or build-up.          |