

Outdoor Areas

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

Scope of Work

- Remove rubbish and debris from outdoor areas, including pathways, gardens, and seating areas.
- Sweep and mop hard surfaces such as pavements and entryways.
- Sanitise outdoor furniture, handrails, and frequently touched surfaces.
- Empty and clean rubbish bins, ensuring proper waste segregation.
- Clean and maintain outdoor signage and lighting fixtures.
- Remove cobwebs and dust from external walls and ceilings.
- Ensure all outdoor areas are free from graffiti and stains.

Method

1. Conduct a visual inspection of the outdoor area to identify cleaning needs.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Utilise a trolley to transport cleaning equipment and supplies efficiently.
4. Sweep all hard surfaces, followed by mopping with appropriate cleaning solutions.
5. Sanitise outdoor furniture and high-touch surfaces using approved disinfectants.
6. Empty rubbish bins, replace liners, and clean bins with a sanitising solution.
7. Use appropriate cleaning agents to remove graffiti and stains from surfaces.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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|--------------------------------|------------------------|---------------------------------------|
| • Broom and dustpan | • Sanitising solutions | • Cleaning trolley |
| • Mop and bucket | • Graffiti remover | • Personal protective equipment (PPE) |
| • Colour-coded cleaning cloths | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible debris or stains. Rubbish bins are empty and clean. Outdoor furniture and fixtures are sanitised and free from dust. No graffiti or cobwebs present.
Good	Minor debris present but no significant accumulation. Rubbish bins are empty with minor residue. Outdoor furniture and fixtures are mostly clean with minor dust. Minimal graffiti or cobwebs.
Pass	Noticeable debris and some stains present. Rubbish bins are not overflowing but have visible residue. Outdoor furniture and fixtures have visible dust. Some graffiti or cobwebs present.
Fail	Significant debris and stains present. Rubbish bins are overflowing or dirty. Outdoor furniture and fixtures are dusty and unsanitised. Graffiti and cobwebs are prevalent.