

Official Parking

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

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop all hard surfaces to remove dirt and stains.
- Sanitise high-touch surfaces such as payment machines and lift buttons.
- Clean and polish signage and directional markers.
- Inspect and clean drains and gutters to prevent blockages.
- Ensure all rubbish bins are emptied and sanitised.
- Remove any graffiti or markings from walls and surfaces.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom and dustpan to sweep the entire parking area, focusing on corners and edges.
3. Prepare a mop and bucket with a suitable cleaning solution and mop all hard surfaces, ensuring no puddles remain.
4. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring complete coverage.
5. Clean signage and markers with a glass cleaner and cloth, ensuring they are free of smudges and dirt.
6. Inspect drains and gutters, removing any debris and ensuring water flow is unobstructed.
7. Empty all rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
8. Use a graffiti remover to clean any markings from walls and surfaces, ensuring no residue remains.

Equipment

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| • Broom and dustpan | • Cleaning cloths | • Rubbish bin liners |
| • Mop and bucket | • Glass cleaner | • Protective gloves |
| • Sanitising spray | • Graffiti remover | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; surfaces are spotless and dry; all high-touch areas are sanitised; signage is clear and polished; drains are clear and functional; bins are empty and sanitised; no graffiti present.
Good	Minimal rubbish or debris; surfaces are mostly clean with minor spots; most high-touch areas are sanitised; signage is mostly clear; drains are mostly clear; bins are empty; minor graffiti present.
Pass	Some rubbish or debris present; surfaces have visible dirt; some high-touch areas missed; signage is readable but not polished; drains have minor blockages; bins are not overflowing; graffiti is noticeable.
Fail	Significant rubbish or debris; surfaces are dirty and wet; high-touch areas are unsanitised; signage is unclear; drains are blocked; bins are overflowing; graffiti is prevalent.