

Parking Areas

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

Scope of Work

- Remove all rubbish and debris from parking areas.
- Sweep and mop all hard surfaces.
- Pressure wash surfaces as needed to remove stains and spills.
- Clean and sanitise all touchpoints, including ticket machines and lift buttons.
- Empty and sanitise rubbish bins.
- Ensure all signage is clean and visible.
- Remove cobwebs and dust from corners and ceilings.
- Inspect and clean drains and grates to prevent blockages.

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 all hard surfaces, focusing on corners and edges.
3. Prepare a mop and bucket with a suitable cleaning solution, ensuring it is appropriate for the surface type.
4. Mop all hard surfaces, paying special attention to high-traffic areas.
5. Use a pressure washer to remove any stubborn stains or spills, ensuring water runoff is managed appropriately.
6. Wipe down and sanitise all touchpoints with a disinfectant solution.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Inspect all signage for cleanliness and visibility, cleaning as necessary.
9. Use a long-handled duster to remove cobwebs and dust from high areas.
10. Check drains and grates, removing any debris to ensure proper drainage.

Equipment

- Broom and dustpan
- Mop and bucket
- Pressure washer
- Disinfectant wipes and spray
- Rubbish bags
- Long-handled duster
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible debris or stains. Touchpoints are sanitised and free of smudges. Rubbish bins are empty and sanitised. Signage is clean and clearly visible. No cobwebs or dust present. Drains and grates are clear of debris.
Good	Minor debris or stains present on surfaces. Touchpoints are mostly clean with minimal smudging. Rubbish bins are empty but may have minor residue. Signage is mostly clean and visible. Minimal cobwebs or dust. Drains and grates mostly clear.
Pass	Noticeable debris or stains on surfaces. Touchpoints have visible smudges. Rubbish bins are not overflowing but have visible residue. Signage is visible but not entirely clean. Cobwebs or dust present in some areas. Drains and grates have some debris.
Fail	Significant debris or stains on surfaces. Touchpoints are unsanitary. Rubbish bins are overflowing. Signage is obscured by dirt or debris. Cobwebs or dust are widespread. Drains and grates are blocked.