

Parking Enforcement

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

Scope of Work

- Dusting all surfaces including desks, chairs, and equipment.
- Vacuuming carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down and sanitising high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Replenishing consumables such as toilet paper, hand soap, and paper towels.
- Spot cleaning walls and partitions to remove marks and stains.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum all carpeted areas and mats using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors using a neutral pH floor cleaner and a colour-coded mop to prevent cross-contamination.
4. Wipe down high-touch surfaces with a disinfectant solution, ensuring all areas are thoroughly sanitised.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior with a disinfectant spray.
6. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are free from stains and odours.
7. Replenish consumables, ensuring all dispensers are fully stocked.
8. Spot clean walls and partitions using a mild detergent solution to remove any visible marks or stains.

Equipment

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|---------------------------------|----------------------------|---------------------------------------|
| • Microfibre cloths | • Disinfectant solutions | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner | • Personal protective equipment (PPE) |
| • Colour-coded mops and buckets | • Toilet brush | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, dirt, and stains. Floors are spotless and dry. High-touch surfaces are sanitised and free from smudges. Rubbish bins are empty and sanitised. Toilets and washbasins are clean, sanitised, and odour-free. Consumables are fully stocked.
Good	Minor dust or dirt on less than 5% of surfaces. Floors are clean with minimal streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty but may have minor residue. Toilets and washbasins are clean with slight odour. Consumables are mostly stocked.
Pass	Noticeable dust or dirt on less than 10% of surfaces. Floors have visible streaks or spots. High-touch surfaces are partially sanitised. Rubbish bins are not overflowing but not sanitised. Toilets and washbasins have visible stains or odours. Consumables are low but available.
Fail	Significant dust or dirt on more than 10% of surfaces. Floors are dirty or wet. High-touch surfaces are not sanitised. Rubbish bins are overflowing or unsanitised. Toilets and washbasins are dirty with strong odours. Consumables are depleted.