

Public Parking

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

Scope of Work

- Remove all rubbish and debris from parking area and dispose of in designated rubbish bins.
- Sweep and mop all hard surfaces, ensuring removal of dirt, stains, and spills.
- Sanitise all high-touch surfaces including payment machines, lift buttons, and handrails.
- Dust and wipe down all signage and bollards.
- Ensure all drains and gutters are clear of debris to prevent water pooling.
- Check and clean all lighting fixtures for dust and cobwebs.
- Inspect and clean all lifts, ensuring floors and walls are free of marks and fingerprints.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep all hard surfaces, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop all hard surfaces, ensuring even coverage and removal of stains.
4. Use a sanitising spray and cloth to clean all high-touch surfaces, ensuring thorough coverage.
5. Dust all signage and bollards using a microfibre cloth.
6. Inspect drains and gutters, removing any blockages with a gloved hand or appropriate tool.
7. Use a duster or cloth to clean lighting fixtures, ensuring no dust or cobwebs remain.
8. Wipe down lift interiors with a suitable cleaner, focusing on floors, walls, and control panels.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Sanitising spray
- Microfibre cloths
- Gloves
- Duster
- Rubbish bags

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dirt, stains, or debris. High-touch areas are thoroughly sanitised. No odours present. Drains and gutters are completely clear. Lighting fixtures are dust-free.
Good	Minor traces of dirt or stains on surfaces. High-touch areas mostly sanitised. No strong odours. Drains and gutters mostly clear. Minor dust on lighting fixtures.
Pass	Noticeable dirt or stains on some surfaces. High-touch areas partially sanitised. Mild odours present. Some debris in drains and gutters. Visible dust on lighting fixtures.
Fail	Significant dirt, stains, or debris on surfaces. High-touch areas not sanitised. Strong odours present. Drains and gutters blocked. Heavy dust on lighting fixtures.