

Staff Parking

Code: ANCMF-AU-GB-SP-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 handrails and lift buttons.
- Clean and sanitise any public seating areas.
- Ensure all rubbish bins are emptied and cleaned.
- Remove any graffiti or markings from walls and surfaces.
- Inspect and clean any signage for visibility and cleanliness.

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.
4. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring thorough coverage.
5. Empty all rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Use a graffiti remover to clean any markings on walls or surfaces.
7. Wipe down all signage with a damp cloth to ensure clarity and cleanliness.

Equipment

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| • Broom and dustpan | • Sanitising spray and cloths | • Graffiti remover |
| • Mop and bucket | • Rubbish bin liners | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; surfaces are spotless and dry; all high-touch areas are sanitised; bins are empty and clean; signage is clear and legible.
Good	Minor rubbish or debris present; surfaces are mostly clean with minimal stains; high-touch areas are mostly sanitised; bins are emptied but may have minor residue; signage is mostly clear.
Pass	Some rubbish or debris present; surfaces have noticeable stains; high-touch areas are partially sanitised; bins are not overflowing but have visible residue; signage is legible but dirty.
Fail	Significant rubbish or debris present; surfaces are dirty with visible stains; high-touch areas are not sanitised; bins are overflowing; signage is illegible or obscured by dirt.