

Ticket Dispenser

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

Scope of Work

- Dust and wipe all surfaces of the ticket dispenser, including screens, buttons, and surrounding areas.
- Sanitise high-touch areas such as buttons and screens using appropriate disinfectants.
- Remove any visible dirt, smudges, or fingerprints from the ticket dispenser surfaces.
- Empty and clean the rubbish bin located near the ticket dispenser.
- Ensure the floor area around the ticket dispenser is free from litter and debris.
- Check and clean any signage associated with the ticket dispenser.

Method

1. Use a microfibre cloth to dust all surfaces of the ticket dispenser.
2. Apply a suitable disinfectant to a clean cloth and wipe high-touch areas, ensuring complete coverage.
3. Use a glass cleaner to remove smudges and fingerprints from screens.
4. Empty the rubbish bin and replace the liner, ensuring the bin is clean and odour-free.
5. Sweep or vacuum the floor area around the ticket dispenser, followed by mopping if necessary.
6. Inspect and clean any signage, ensuring it is legible and free from dirt.

Equipment

- Microfibre cloths
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners
- Vacuum cleaner
- Mop and bucket

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, smudges, or fingerprints. High-touch areas are thoroughly sanitised. Rubbish bin is empty and clean. Floor area is immaculate with no debris. Signage is perfectly clean and legible.
Good	Minor dust or smudges may be present on less visible areas. High-touch areas are sanitised. Rubbish bin is empty with minimal odour. Floor area is clean with no visible debris. Signage is clean and legible.
Pass	Some dust or smudges on surfaces. High-touch areas are mostly sanitised. Rubbish bin is emptied but may have slight odour. Floor area is mostly clean with minor debris. Signage is mostly clean and legible.
Fail	Visible dust, smudges, or fingerprints on surfaces. High-touch areas are not sanitised. Rubbish bin is full or dirty. Floor area has visible debris. Signage is dirty or illegible.