

Vehicle Bay

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

Scope of Work

- Dusting all surfaces including walls, ceilings, and fixtures.
- Sanitising high-touch areas such as door handles and light switches.
- Vacuuming and mopping all floor surfaces.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing windows and glass surfaces.
- Removing cobwebs and insect debris.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Conduct a visual inspection of the vehicle bay to identify areas requiring attention.
2. Use a colour-coded cleaning system to organise cleaning tasks and prevent cross-contamination.
3. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
4. Sanitise high-touch areas with an appropriate disinfectant.
5. Vacuum all floor surfaces using a commercial-grade vacuum cleaner.
6. Mop floors with a neutral detergent solution, ensuring no residue is left behind.
7. Empty rubbish bins and replace liners, ensuring bins are sanitised.
8. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.
9. Remove cobwebs and insect debris using an extendable duster.

Equipment

- Commercial-grade vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Neutral detergent solution
- Disinfectant spray
- Glass cleaner
- Extendable duster
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and debris. High-touch areas are sanitised and free from smudges. Floors are spotless with no residue. Windows and glass surfaces are streak-free. No cobwebs or insect debris present.
Good	Most surfaces are clean with minimal dust or dirt. High-touch areas are mostly sanitised with minor smudges. Floors are clean with slight residue. Windows and glass surfaces have minor streaks. Few cobwebs or insect debris present.
Pass	Surfaces have some dust or dirt. High-touch areas are partially sanitised with visible smudges. Floors have noticeable residue. Windows and glass surfaces have visible streaks. Cobwebs or insect debris are present in some areas.
Fail	Surfaces are visibly dirty with significant dust or dirt. High-touch areas are not sanitised and have significant smudges. Floors are dirty with heavy residue. Windows and glass surfaces are heavily streaked. Cobwebs or insect debris are widespread.