

Visitor Parking

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

Scope of Work

- Remove all rubbish and debris from parking areas and dispose of in designated rubbish bins.
- Sweep and mop all hard surfaces, including walkways and staircases, using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as handrails, lift buttons, and door handles.
- Clean and polish signage and directional markers to ensure visibility and legibility.
- Inspect and clean any spills or stains promptly to prevent slip hazards.
- Ensure all drains and gutters are free from blockages and debris.
- Maintain cleanliness of any adjacent landscaped areas by removing litter and debris.

Method

1. Begin by collecting all visible rubbish and debris, placing it into a trolley for disposal.
2. Sweep all hard surfaces to remove dust and loose dirt.
3. Prepare a mop bucket with a neutral pH cleaning solution and mop all hard surfaces, ensuring no excess water is left behind.
4. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring complete coverage.
5. Inspect signage and clean with a glass cleaner and microfibre cloth.
6. Address any spills immediately with appropriate cleaning agents and signage to warn of wet floors.
7. Check and clear drains and gutters, ensuring water flow is unobstructed.
8. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

- Trolley for rubbish collection
- Broom and dustpan
- Mop and bucket with wringer
- Neutral pH cleaning solution
- Sanitising spray
- Microfibre cloths
- Glass cleaner
- Wet floor signage

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt, debris, or stains. High-touch surfaces are sanitised and free from smudges. Signage is clear and legible. No odours present.
Good	Minor dust or smudges on surfaces, but overall cleanliness is maintained. High-touch surfaces are mostly sanitised. Signage is mostly clear. No strong odours present.
Pass	Visible dust or smudges on some surfaces. High-touch surfaces are partially sanitised. Signage is legible but may have minor obstructions. Mild odours may be present.
Fail	Significant dirt, debris, or stains on surfaces. High-touch surfaces are not sanitised. Signage is obstructed or illegible. Strong odours are present.