

Bus Stop

Code: ANCMF-AU-H-BS-03 • Facility: Hospitality • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the bus stop area.
- Sanitise seating and touchpoints, including handrails and poles.
- Clean and polish glass surfaces and signage.
- Sweep and mop the floor area, ensuring it is free from spills and stains.
- Dust and wipe down all surfaces, including benches and ledges.
- Check and clean rubbish bins, replacing liners as necessary.
- Remove any graffiti or marks from surfaces.
- Ensure the area is free from unpleasant odours.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the rubbish bin.
2. Use a sanitising solution to wipe down seating, handrails, and poles, ensuring all touchpoints are covered.
3. Clean glass surfaces with a glass cleaner and a microfibre cloth, removing all smudges and fingerprints.
4. Sweep the floor area thoroughly, then mop using a neutral detergent solution.
5. Dust all surfaces with a damp cloth to capture dust and dirt.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Use a graffiti remover to clean any marks or graffiti from surfaces.
8. Conduct a final inspection to ensure the area is clean, tidy, and free from odours.

Equipment

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|---------------------------|---------------------|--------------------------------|
| • Rubbish bags and liners | • Microfibre cloths | • Neutral detergent |
| • Sanitising solution | • Broom and dustpan | • Graffiti remover |
| • Glass cleaner | • Mop and bucket | • Colour-coded cleaning cloths |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible rubbish or debris, glass is crystal clear, no odours present, bins are empty and clean, no graffiti or marks visible.
Good	Minor dust or smudges on surfaces, minimal rubbish present, glass mostly clear, faint odours, bins are mostly empty and clean, minor graffiti or marks visible.
Pass	Noticeable dust or smudges, some rubbish present, glass is streaky, noticeable odours, bins are not full but not clean, graffiti or marks are present but not excessive.
Fail	Significant dust or smudges, excessive rubbish, glass is dirty, strong odours, bins are overflowing or dirty, graffiti or marks are prominent.