

Guest Parking

Code: ANCMF-AU-H-GP-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop the parking surface to remove dirt and stains.
- Sanitise all high-touch surfaces, including payment machines and lift buttons.
- Clean and polish signage and directional markers.
- Empty and sanitise rubbish bins.
- Inspect and clean lighting fixtures for dust and cobwebs.
- Ensure all drains are free from blockages and clean.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the designated rubbish bins.
2. Use a broom to sweep the entire parking area, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop the parking surface, paying attention to any stains or spills.
4. Use a sanitising solution to wipe down high-touch surfaces such as payment machines and lift buttons.
5. Polish all signage and directional markers using a microfibre cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Dust and clean lighting fixtures using a duster or cloth.
8. Check all drains for blockages and clean as necessary.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Sanitising wipes or solution
- Microfibre cloths
- Rubbish bin liners
- Duster
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or stains. High-touch areas are thoroughly sanitised. Rubbish bins are empty and odour-free. Signage is polished and clearly visible. Lighting fixtures are dust-free. Drains are clear and functioning.
Good	Minor dirt or stains on surfaces. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour. Signage is clean but not polished. Lighting fixtures have minor dust. Drains are mostly clear.
Pass	Noticeable dirt or stains on surfaces. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have odour. Signage is visible but dusty. Lighting fixtures have visible dust. Drains are partially blocked.
Fail	Significant dirt or stains on surfaces. High-touch areas are not sanitised. Rubbish bins are overflowing and have strong odour. Signage is obscured by dirt. Lighting fixtures are covered in dust. Drains are blocked.