

Parking Garage

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

Scope of Work

- Remove all rubbish and debris from floors and surfaces.
- Sweep and mop all floor areas, ensuring removal of stains and spills.
- Dust and wipe down all surfaces, including signage and fixtures.
- Clean and sanitise all touchpoints, including lift buttons and handrails.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Ensure all drains are clear and free from blockages.
- Remove any graffiti or markings from walls and surfaces.
- Check and clean all lighting fixtures for dust and cobwebs.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the rubbish bin.
2. Use a broom to sweep the entire floor area, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop the floor, paying attention to stains and spills.
4. Use a microfibre cloth to dust and wipe down all surfaces, including signage and fixtures.
5. Sanitise all touchpoints using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect and clear drains of any blockages.
8. Use a graffiti remover for any markings on walls and surfaces.
9. Dust lighting fixtures and remove any cobwebs.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Microfibre cloths
- Disinfectant spray
- Rubbish bin liners
- Graffiti remover
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or debris. Floors are free from stains and spills. All touchpoints are sanitised and free from fingerprints. Rubbish bins are empty and sanitised. No graffiti or markings present. Lighting fixtures are dust-free.
Good	Minor dust or debris present on surfaces. Floors have minimal stains or spills. Most touchpoints are sanitised. Rubbish bins are empty but may have minor residue. Minimal graffiti or markings. Lighting fixtures have minor dust.
Pass	Noticeable dust or debris on surfaces. Floors have visible stains or spills. Some touchpoints are not sanitised. Rubbish bins are not emptied or sanitised. Graffiti or markings are present. Lighting fixtures have visible dust.
Fail	Significant dust or debris on surfaces. Floors are heavily stained or have large spills. Touchpoints are unsanitised. Rubbish bins are overflowing. Graffiti or markings are widespread. Lighting fixtures are covered in dust.