

Staff Parking

Code: ANCMF-AU-H-SP-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop all hard surfaces, including pathways and parking bays.
- Sanitise high-touch surfaces such as handrails and ticket machines.
- Ensure all signage is clean and visible.
- Empty and sanitise rubbish bins.
- Remove any stains or spills promptly.
- Inspect and clean any lifts or stairwells connected to the parking area.

Method

1. Conduct a visual inspection of the area to identify cleaning needs.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Remove rubbish and debris using appropriate tools and dispose of it in designated bins.
4. Sweep the area using a broom or mechanical sweeper.
5. Mop hard surfaces with a suitable cleaning solution.
6. Sanitise high-touch surfaces using an approved sanitising agent.
7. Clean signage with a damp cloth and mild detergent.
8. Empty rubbish bins and replace liners, then sanitise the bin surfaces.
9. Address any stains or spills with appropriate cleaning products.
10. Clean lifts and stairwells using appropriate methods for each surface type.

Equipment

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| • Broom and dustpan | • Sanitising agents | • Cleaning trolley |
| • Mechanical sweeper | • Colour-coded cloths | • Personal protective equipment (PPE) |
| • Mop and bucket | • Rubbish bags | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; surfaces are spotless and dry; all high-touch areas are sanitised; signage is clean and legible; bins are empty and sanitised; no odours present.
Good	Minor rubbish or debris present; surfaces are mostly clean with minimal streaks; most high-touch areas are sanitised; signage is mostly clean and legible; bins are empty but not fully sanitised; slight odours may be present.
Pass	Noticeable rubbish or debris; surfaces have visible streaks or marks; some high-touch areas are not sanitised; signage is dirty or partially legible; bins are not emptied or sanitised; noticeable odours present.
Fail	Significant rubbish or debris; surfaces are dirty or sticky; high-touch areas are not sanitised; signage is unreadable; bins are overflowing; strong odours present.