

Taxi Stand

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

Scope of Work

- Remove all rubbish and debris from the taxi stand area.
- Sanitise all high-touch surfaces including benches, handrails, and ticket machines.
- Sweep and mop the floor area to remove dirt and stains.
- Clean and polish any signage and glass surfaces.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Ensure all surfaces are free from dust and grime.
- Check for and remove any unpleasant odours.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the rubbish bin.
2. Use a colour-coded cleaning system to avoid cross-contamination: red for sanitary fittings, blue for general surfaces, and green for food-related areas.
3. Sanitise high-touch surfaces using a disinfectant spray and a clean cloth.
4. Sweep the floor thoroughly, then mop using a neutral detergent solution.
5. Clean glass surfaces with a glass cleaner and a microfibre cloth to avoid streaks.
6. Empty rubbish bins, sanitise the interior, and replace liners.
7. Conduct a final inspection to ensure all areas are clean and free of odours.

Equipment

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| • Colour-coded cleaning cloths and mops | • Glass cleaner | • Mop and bucket |
| • Disinfectant spray | • Microfibre cloths | • Rubbish bin liners |
| • Neutral detergent | • Broom and dustpan | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible dust or debris, bins are empty and sanitised, no odours present, glass surfaces are streak-free.
Good	Minor dust or smudges on surfaces, bins are empty but not sanitised, slight odours may be present, glass surfaces have minimal streaks.
Pass	Noticeable dust or debris on surfaces, bins are not emptied, odours are present, glass surfaces have visible streaks.
Fail	Significant dirt and debris, overflowing bins, strong odours, glass surfaces are dirty and streaked.