

Valet Parking

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

Scope of Work

- Remove all rubbish and debris from the valet parking area.
- Sanitise all high-touch surfaces, including payment kiosks and handrails.
- Sweep and mop the parking area to remove dirt and stains.
- Clean and polish any signage and directional markers.
- Ensure all rubbish bins are emptied and sanitised.
- Inspect and clean any lifts or stairwells connected to the valet area.
- Maintain cleanliness of any waiting areas or seating provided for guests.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to sanitise high-touch surfaces, ensuring cross-contamination is avoided.
3. Sweep the entire parking area to remove loose dirt and debris.
4. Prepare a mop with a suitable cleaning solution and mop the area, focusing on stains and high-traffic zones.
5. Clean and polish signage using a non-abrasive cleaner to ensure visibility and clarity.
6. Empty rubbish bins, replace liners, and sanitise the bins.
7. Inspect lifts and stairwells, cleaning any surfaces and ensuring they are free of dirt and grime.
8. Wipe down and sanitise any seating or waiting areas, ensuring they are clean and presentable.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Broom and dustpan
- Wet mop and bucket
- Non-abrasive cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no visible rubbish or debris, signage is polished and clear, bins are empty and sanitised, no odours present.
Good	Surfaces are clean with minimal marks, minor debris present, signage is clean, bins are emptied, faint odours may be present.
Pass	Surfaces show some marks, noticeable debris, signage is legible but not polished, bins are not overflowing, noticeable odours present.
Fail	Surfaces are dirty, significant debris present, signage is unclear, bins are overflowing, strong odours present.