

Fuel Station

Code: ANCMF-AU-I-FS-02 • Facility: Industrial • Frequency: daily

Scope of Work

- Cleaning and sanitising of all public and staff areas, including forecourt, shop, and toilets.
- Regular emptying and cleaning of rubbish bins.
- Dusting and wiping of all surfaces, including counters, shelves, and displays.
- Mopping and vacuuming of floors to remove dirt and spills.
- Cleaning of windows, glass doors, and other transparent surfaces.
- Sanitising of high-touch areas such as door handles, taps, and payment terminals.
- Maintaining cleanliness of outdoor areas, including fuel pumps and surrounding areas.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dry cleaning tasks such as dusting and sweeping.
3. Proceed to wet cleaning tasks, including mopping and wiping with appropriate cleaning solutions.
4. Sanitise high-touch areas using approved disinfectants.
5. Empty and clean rubbish bins, ensuring proper waste segregation.
6. Inspect and clean outdoor areas, focusing on fuel pumps and forecourt cleanliness.

Equipment

- Colour-coded cleaning cloths and mops
- Cleaning trolley with compartments for different cleaning agents
- Vacuum cleaner suitable for industrial use
- Approved disinfectants and cleaning solutions
- Window cleaning tools
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or marks. High-touch areas are sanitised and free of smudges. Floors are clean and dry with no debris. Rubbish bins are empty and clean. Outdoor areas are immaculate with no litter.
Good	Minor smudges or marks on surfaces. High-touch areas are mostly sanitised. Floors are mostly clean with minimal debris. Rubbish bins are emptied but may have minor residue. Outdoor areas are mostly clean with minimal litter.
Pass	Visible dirt or marks on some surfaces. High-touch areas are partially sanitised. Floors have some debris. Rubbish bins are not overflowing but have visible residue. Outdoor areas have noticeable litter.
Fail	Significant dirt or marks on surfaces. High-touch areas are not sanitised. Floors are dirty with significant debris. Rubbish bins are overflowing. Outdoor areas are littered and unkempt.