

Parking Area

Code: ANCMF-AU-I-PA-03 • Facility: Industrial • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop all hard surfaces to remove dirt and stains.
- Sanitise high-touch surfaces such as ticket machines and lift buttons.
- Clean and polish signage and directional markers.
- Inspect and clean drains and gutters to prevent blockages.
- Ensure all rubbish bins are emptied and sanitised.
- Remove any graffiti or markings from walls and surfaces.
- Ensure all lighting fixtures are free from dust and cobwebs.

Method

1. Begin by collecting all visible rubbish and debris using a trolley and dispose of it in the designated rubbish bins.
2. Sweep the entire parking area using a broom and dustpan, focusing on corners and edges.
3. Prepare a mop and bucket with a suitable cleaning solution, ensuring it is appropriate for the surface type.
4. Mop all hard surfaces, paying special attention to stained or heavily soiled areas.
5. Use a sanitising spray and cloth to clean high-touch surfaces, ensuring complete coverage.
6. Polish all signage and directional markers using a suitable cleaning agent and cloth.
7. Inspect drains and gutters, removing any debris and ensuring water flow is unobstructed.
8. Empty all rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
9. Use a graffiti remover to clean any markings from walls and surfaces.
10. Dust and clean all lighting fixtures, ensuring they are free from cobwebs and dust.

Equipment

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| • Broom and dustpan | • Graffiti remover | • Polishing agent and cloths |
| • Mop and bucket | • Rubbish trolley | • Personal protective equipment (PPE) |
| • Sanitising spray and cloths | • Cleaning solution appropriate for surface type | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or stains. High-touch surfaces are sanitised and free from smudges. Rubbish bins are empty and sanitised. No graffiti or markings present. Lighting fixtures are dust-free.
Good	Minor dirt or stains on surfaces. High-touch surfaces are mostly sanitised with minimal smudging. Rubbish bins are empty but may have minor residue. Minimal graffiti or markings. Lighting fixtures have minor dust.
Pass	Noticeable dirt or stains on surfaces. High-touch surfaces have visible smudges. Rubbish bins are not overflowing but not fully sanitised. Some graffiti or markings present. Lighting fixtures have visible dust.
Fail	Significant dirt or stains on surfaces. High-touch surfaces are unsanitised with heavy smudging. Rubbish bins are overflowing and unsanitised. Graffiti or markings are prevalent. Lighting fixtures are heavily dusted.