

## Staff Parking

Code: ANCMF-AU-I-SP-01 • 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 handrails and lift buttons.
- Clean and sanitise any public amenities such as toilets and taps.
- Ensure all signage is clean and visible.
- Inspect and clean any drainage grates to prevent blockages.
- Remove any graffiti or markings from surfaces.

### Method

1. Begin by collecting all visible rubbish and debris, disposing of it in the appropriate rubbish bins.
2. Use a broom to sweep the entire parking area, focusing on corners and edges where debris accumulates.
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 areas with visible stains or spills.
5. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring complete coverage.
6. Clean public amenities using a colour-coded cleaning system to prevent cross-contamination.
7. Inspect signage and clean with a damp cloth to ensure visibility.
8. Check drainage grates and remove any debris to ensure proper drainage.
9. Use appropriate cleaning products to remove graffiti or markings.

### Equipment

- Broom and dustpan
- Mop and bucket
- Sanitising spray
- Colour-coded cleaning cloths
- Rubbish bags
- Graffiti remover
- Personal protective equipment (PPE)

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                             |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are spotless, no visible rubbish or debris, high-touch surfaces are fully sanitised, signage is clear and legible, no graffiti present, drainage grates are clear.      |
| <b>Good</b>       | Minor dirt or debris present in low-traffic areas, high-touch surfaces mostly sanitised, signage mostly clear, minor graffiti present, drainage grates mostly clear.                 |
| <b>Pass</b>       | Noticeable dirt or debris in some areas, high-touch surfaces partially sanitised, signage partially obscured, graffiti present but not excessive, drainage grates partially blocked. |
| <b>Fail</b>       | Significant dirt or debris throughout, high-touch surfaces not sanitised, signage obscured, excessive graffiti, drainage grates blocked.                                             |