

Visitor Parking

Code: ANCMF-AU-I-VP-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Remove all rubbish and debris from parking areas and dispose of in designated rubbish bins.
- Sweep and mop all hard surfaces, ensuring no dirt or stains remain.
- Sanitise all touchpoints, including handrails, lift buttons, and door handles.
- Clean and polish signage to ensure visibility and readability.
- Inspect and clean any spills or stains immediately to prevent slip hazards.
- Maintain cleanliness of any adjacent landscaped areas, removing litter and debris.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom and dustpan to sweep all hard surfaces, followed by mopping with a suitable cleaning solution.
3. Apply a sanitising solution to all touchpoints, allowing appropriate dwell time before wiping clean.
4. Use a glass cleaner to polish all signage, ensuring no streaks or smudges remain.
5. Inspect the area for spills or stains, using appropriate cleaning agents to remove them promptly.
6. Conduct a final walkthrough to ensure all areas meet the required cleanliness standards.

Equipment

- Broom and dustpan
- Sanitising spray and cloths
- Rubbish bags
- Mop and bucket with appropriate cleaning solution
- Glass cleaner and polishing cloths
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible rubbish or debris, all touchpoints are sanitised, signage is clear and polished, no odours present.
Good	Minor dust or debris in low-traffic areas, touchpoints mostly sanitised, signage mostly clear, no strong odours.
Pass	Noticeable dust or debris, some touchpoints missed, signage readable but not polished, slight odours present.
Fail	Significant dust or debris, multiple touchpoints unsanitised, signage unclear, strong odours present.