

Visitor Parking

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

Scope of Work

- Remove all rubbish and debris from parking spaces and surrounding areas.
- Sweep and mop all hard surfaces, including walkways and entry points.
- Sanitise high-touch surfaces such as handrails and lift buttons.
- Clean and polish signage and directional markers.
- Ensure all rubbish bins are emptied and sanitised.
- Remove any visible stains or spills promptly.
- Inspect and clean any lighting fixtures for dust and cobwebs.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the designated rubbish bins.
2. Use a broom to sweep all hard surfaces, ensuring no dirt or debris is left behind.
3. Prepare a mop with a suitable cleaning solution and mop all hard surfaces, focusing on high-traffic areas.
4. Use a sanitising solution to wipe down high-touch surfaces, ensuring thorough coverage.
5. Polish all signage and directional markers using a microfibre cloth and appropriate cleaner.
6. Empty all rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
7. Inspect the area for any stains or spills and use a spot cleaner to remove them.
8. Dust and clean lighting fixtures using a duster or microfibre cloth.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Sanitising wipes or spray
- Microfibre cloths
- Rubbish bags
- Spot cleaner
- Duster

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible debris or stains, bins are empty and sanitised, high-touch surfaces are thoroughly sanitised, and signage is polished and clear.
Good	Minor dust or debris present, bins are empty but not sanitised, high-touch surfaces are mostly sanitised, and signage is clean but not polished.
Pass	Noticeable dust or debris, bins are emptied but not sanitised, high-touch surfaces are partially sanitised, and signage is dusty.
Fail	Significant debris or stains present, bins are full or overflowing, high-touch surfaces are not sanitised, and signage is dirty or unreadable.