

Parking Garage

Code: ANCMF-AU-R-PG-01 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all rubbish and debris from parking areas, stairwells, and lifts.
- Sweep and mop all hard surfaces, including parking bays, ramps, and pedestrian walkways.
- Sanitise high-touch surfaces such as lift buttons, handrails, and door handles.
- Clean and polish signage and directional markers.
- Empty and sanitise rubbish bins and replace liners.
- Remove any graffiti or stains from walls and surfaces.
- Inspect and clean lighting fixtures for dust and cobwebs.
- Ensure all drains and gutters are free from blockages and debris.

Method

1. Conduct a preliminary inspection to identify areas requiring attention.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Begin by removing all visible rubbish and debris using a trolley and appropriate tools.
4. Sweep all hard surfaces with a broom, followed by mopping with a suitable cleaning solution.
5. Sanitise high-touch surfaces using a disinfectant spray and cloth.
6. Polish signage and markers with a microfibre cloth.
7. Empty rubbish bins, replace liners, and sanitise bin surfaces.
8. Use graffiti removal products as needed on affected surfaces.
9. Dust lighting fixtures and remove cobwebs with an extendable duster.
10. Check and clear drains and gutters, ensuring proper water flow.

Equipment

- Broom and dustpan
- Disinfectant spray
- Trolley for rubbish collection
- Mop and bucket with cleaning solution
- Graffiti removal products
- Rubbish bin liners
- Microfibre cloths
- Extendable duster

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible debris or stains. High-touch areas are sanitised and polished. Signage is clear and free from dust. Rubbish bins are empty and odour-free. No graffiti or cobwebs present.
Good	Minor dust or debris in low-traffic areas. High-touch surfaces are mostly clean. Signage is mostly clear. Rubbish bins are empty but may have slight odour. Minimal graffiti or cobwebs.
Pass	Noticeable dust or debris in some areas. High-touch surfaces are partially clean. Signage is readable but dusty. Rubbish bins are not overflowing but have odour. Some graffiti or cobwebs present.
Fail	Significant dust, debris, or stains present. High-touch surfaces are visibly dirty. Signage is obscured by dust. Rubbish bins are overflowing or have strong odour. Graffiti or cobwebs are widespread.