

Taxi Rank

Code: ANCMF-AU-R-TR-03 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces including benches, signage, and railings.
- Sanitising of high-touch areas such as handrails, ticket machines, and seating.
- Emptying and cleaning of rubbish bins.
- Sweeping and mopping of floors.
- Cleaning of glass surfaces and windows.
- Removal of any graffiti or marks from surfaces.
- Ensuring all areas are free from litter and debris.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Empty rubbish bins, replace liners, and clean bins with a sanitising solution.
4. Sweep the floor to remove loose dirt and debris, followed by mopping with a neutral pH floor cleaner.
5. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.
6. Use a graffiti remover for any marks on surfaces, ensuring the area is well-ventilated.
7. Conduct a final inspection to ensure all areas are clean and free from litter.

Equipment

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| • Microfibre cloths | • Rubbish bin liners | • Glass cleaner and squeegee |
| • Colour-coded cleaning cloths | • Broom and dustpan | • Graffiti remover |
| • Disinfectant solution | • Mop and bucket | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks. High-touch areas are sanitised and free from fingerprints. Floors are clean with no debris or stains. Glass surfaces are streak-free. Rubbish bins are empty and clean.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly sanitised. Floors are clean with minimal debris. Glass surfaces have minor streaks. Rubbish bins are empty but may have minor residue.
Pass	Visible dust on some surfaces. High-touch areas have been sanitised but may have some fingerprints. Floors have some debris. Glass surfaces have noticeable streaks. Rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation. High-touch areas are not sanitised. Floors are dirty with visible debris. Glass surfaces are dirty. Rubbish bins are full or overflowing.