

Underground Parking

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

Scope of Work

- Remove all rubbish and debris from parking bays, walkways, and entry/exit points.
- Sweep and mop all hard surfaces, including parking bays, walkways, and stairwells.
- Sanitise high-touch surfaces such as lift buttons, handrails, and door handles.
- Dust and wipe down signage, lighting fixtures, and ventilation grilles.
- Empty and sanitise rubbish bins and replace liners.
- Inspect and clean any spills or stains promptly to prevent slip hazards.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by collecting all visible rubbish and debris using a trolley and dispose of it in designated rubbish bins.
2. Sweep the entire area using a broom or mechanical sweeper, focusing on corners and edges.
3. Prepare a mop bucket with a suitable cleaning solution and mop all hard surfaces, ensuring even coverage.
4. Use a sanitising spray and cloth to clean high-touch surfaces, ensuring thorough coverage.
5. Dust and wipe down all signage, lighting fixtures, and ventilation grilles using a microfibre cloth.
6. Empty rubbish bins, sanitise the interior and exterior, and replace liners.
7. Inspect the area for spills or stains and clean immediately using appropriate cleaning agents.

Equipment

- Broom and dustpan
- Mechanical sweeper
- Mop and bucket
- Sanitising spray
- Microfibre cloths
- Rubbish trolley
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or debris. High-touch surfaces are sanitised and free of smudges. No odours present. Rubbish bins are empty and clean. All signage and fixtures are dust-free.
Good	Minor dust or smudges on surfaces. High-touch areas are mostly clean. No strong odours. Rubbish bins are emptied but may have minor residue.
Pass	Visible dust or smudges on some surfaces. High-touch areas show signs of use. Mild odours may be present. Rubbish bins are emptied but not sanitised.
Fail	Significant dirt or debris on surfaces. High-touch areas are visibly dirty. Strong odours present. Rubbish bins are full or overflowing. Signage and fixtures are dusty.