

Apron

Code: ANCMF-AU-TH-A-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the apron area.
- Sanitise all high-touch surfaces, including handrails and seating areas.
- Sweep and mop the apron surface to remove dirt and stains.
- Inspect and clean all drains and grates to ensure proper drainage.
- Check and refill sanitiser dispensers as needed.
- Ensure all signage is clean and visible.

Method

1. Begin by collecting all visible rubbish and debris using a trolley and dispose of it in the designated rubbish bins.
2. Use a colour-coded cleaning system to sanitise high-touch surfaces with appropriate disinfectants.
3. Sweep the entire apron area with a broom, followed by mopping with a suitable cleaning solution.
4. Inspect drains and grates, removing any blockages and cleaning the surrounding area.
5. Check sanitiser dispensers and refill as necessary, ensuring they are operational.
6. Wipe down all signage to ensure it is free from dust and dirt.

Equipment

- Colour-coded cleaning cloths and mops
- Broom and dustpan
- Industrial mop and bucket
- Disinfectant and cleaning solutions
- Trolley for rubbish collection
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; all surfaces are spotless and sanitised; drains and grates are clear and clean; sanitiser dispensers are full and operational; signage is clean and legible.
Good	Minor rubbish or debris present; surfaces are mostly clean with minor smudges; drains and grates are mostly clear; sanitiser dispensers are mostly full; signage is mostly clean.
Pass	Some rubbish or debris present; surfaces have visible smudges; drains and grates have minor blockages; sanitiser dispensers are low; signage is dusty but legible.
Fail	Significant rubbish or debris present; surfaces are dirty; drains and grates are blocked; sanitiser dispensers are empty; signage is dirty and illegible.