

Airport Management

Code: ANCMF-AU-TH-AM-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, chairs, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Emptying and sanitising of rubbish bins.
- Cleaning and sanitising of toilets and washbasins.
- Wiping and polishing of glass surfaces and mirrors.
- Restocking of consumables such as hand soap and paper towels.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality.
3. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
4. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and sanitise the bin interiors.
6. Clean toilets and washbasins using a non-abrasive cleaner and sanitiser.
7. Wipe glass surfaces with a streak-free glass cleaner.
8. Check and restock consumables, ensuring all dispensers are functional.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Hospital-grade disinfectant
- Non-abrasive cleaner
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; high-touch areas are sanitised with no visible residue; rubbish bins are empty and odour-free; toilets are clean with no stains or odours; consumables are fully stocked.
Good	Minor dust on less accessible surfaces; floors have minimal marks; high-touch areas are mostly sanitised; rubbish bins are empty with slight odour; toilets are clean with minor water stains; consumables are mostly stocked.
Pass	Noticeable dust on surfaces; floors have visible marks; some high-touch areas missed; rubbish bins are not emptied; toilets have visible stains; consumables are low.
Fail	Heavy dust accumulation; floors are dirty and wet; high-touch areas are unsanitised; rubbish bins are overflowing; toilets are unclean with strong odours; consumables are depleted.