

Bus Bay

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

Scope of Work

- Remove all rubbish and debris from the bus bay area.
- Sweep and mop all hard surfaces, ensuring they are free from dirt and stains.
- Sanitise all seating and touchpoints, including handrails and ticket machines.
- Clean and polish all signage and glass surfaces.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Ensure all drains are clear and free from blockages.
- Inspect and clean lighting fixtures for dust and cobwebs.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep the entire bus bay area, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop all hard surfaces, ensuring no streaks or residue remain.
4. Apply a sanitising solution to all seating and touchpoints, allowing appropriate dwell time before wiping clean.
5. Use a glass cleaner to polish all signage and glass surfaces, ensuring a streak-free finish.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Check all drains for blockages and clear as necessary.
8. Dust and clean lighting fixtures, removing any cobwebs or accumulated dirt.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Sanitising spray and cloths
- Glass cleaner and microfibre cloths
- Rubbish bin liners
- Drain cleaning tools
- Dusting cloths and extension pole

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no visible rubbish or debris, bins are empty and clean, glass surfaces are streak-free, no odours present.
Good	Minor dust or smudges on surfaces, bins are emptied but may have slight residue, glass surfaces mostly streak-free, no strong odours.
Pass	Visible dust or smudges on surfaces, bins are emptied but not sanitised, glass surfaces have noticeable streaks, mild odours present.
Fail	Significant dirt or stains on surfaces, rubbish present, bins overflowing, glass surfaces dirty, strong odours present.