

Bag Drop Area

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

Scope of Work

- Dust all surfaces including counters, shelves, and signage.
- Sanitise all high-touch areas such as counters, kiosks, and handles.
- Empty and clean rubbish bins, replacing liners as needed.
- Spot clean walls and partitions to remove marks and stains.
- Vacuum carpeted areas and mop hard floors using appropriate cleaning solutions.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust without dispersing it into the air.
2. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
3. Empty rubbish bins, replace liners, and wipe down the exterior and interior of bins with a disinfectant wipe.
4. Use a damp cloth to spot clean walls and partitions, focusing on visible marks and stains.
5. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
6. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Colour-coded cleaning buckets and mops
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; bins are empty and clean; floors are spotless with no streaks or residue.
Good	Surfaces have minimal dust; high-touch areas are mostly sanitised; bins are emptied but may have minor marks; floors are clean with slight streaks.
Pass	Surfaces have some dust; high-touch areas are partially sanitised; bins are emptied but not wiped; floors are generally clean but with visible streaks.
Fail	Surfaces are dusty; high-touch areas are not sanitised; bins are full or dirty; floors are dirty with visible debris and streaks.