

Boarding Gate

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

Scope of Work

- Dusting all surfaces including seating, counters, and fixtures.
- Vacuuming carpeted areas and mopping hard floors.
- Sanitising high-touch areas such as handrails, seating, and counters.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and windows.
- Ensuring all signage and information displays are free from dust and smudges.
- Checking and refilling hand sanitiser dispensers.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
3. Mop hard floors with a neutral pH cleaner and ensure no residue is left.
4. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time is adhered to as per product instructions.
5. Empty rubbish bins and replace liners, then sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner, using a squeegee for large areas.
7. Inspect and clean all signage and displays, using a damp cloth for smudges and fingerprints.
8. Check hand sanitiser dispensers and refill as necessary, ensuring they are operational.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Rubbish bin liners
- Streak-free glass cleaner and squeegee
- Hand sanitiser refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, smudges, and debris. Floors are spotless with no residue. High-touch areas are sanitised with no visible marks. Rubbish bins are empty and sanitised. Glass surfaces are streak-free. Hand sanitiser dispensers are full and operational.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal residue. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor marks. Glass surfaces have minimal streaks. Hand sanitiser dispensers are mostly full and operational.
Pass	Noticeable dust or smudges on some surfaces. Floors have some residue. High-touch areas are partially sanitised. Rubbish bins are not overflowing but not sanitised. Glass surfaces have visible streaks. Hand sanitiser dispensers are low but operational.
Fail	Visible dust, smudges, and debris on surfaces. Floors are dirty with significant residue. High-touch areas are not sanitised. Rubbish bins are overflowing and unsanitised. Glass surfaces are streaked and dirty. Hand sanitiser dispensers are empty or non-operational.