

Boarding Lounge

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

Scope of Work

- Dusting of all surfaces including seating, tables, and fixtures.
- 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, armrests, and ticket counters.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and polishing of glass surfaces and windows.
- Ensuring all signage and information boards are free from dust and smudges.
- Checking and replenishing supplies in adjacent toilet facilities.

Method

1. Begin with dusting all surfaces using a microfibre cloth to trap dust particles effectively.
2. Vacuum carpeted areas using a HEPA-filter vacuum to minimise airborne dust.
3. Mop hard floors with a neutral pH cleaner to avoid damage to flooring materials.
4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time for effective sanitisation.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces to prevent odours.
6. Clean glass surfaces with a streak-free glass cleaner and a lint-free cloth.
7. Inspect and clean signage and information boards with a damp cloth.
8. Check adjacent toilet facilities for cleanliness and replenish supplies as needed.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Glass cleaner
- Lint-free cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. Floors are spotless with no visible stains. High-touch areas are sanitised and free from fingerprints. Rubbish bins are empty and odour-free. Glass surfaces are crystal clear with no streaks.
Good	Most surfaces are clean with minimal dust or smudges. Floors have minor spots but are generally clean. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour. Glass surfaces have minor streaks.
Pass	Surfaces have some dust and smudges. Floors have visible spots and stains. High-touch areas are inconsistently sanitised. Rubbish bins are not overflowing but have noticeable odour. Glass surfaces have visible streaks.
Fail	Surfaces are dusty and dirty. Floors are heavily stained and dirty. High-touch areas are not sanitised. Rubbish bins are overflowing and have strong odour. Glass surfaces are dirty and streaked.