

Bicycle Parking

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

Scope of Work

- Remove all rubbish and debris from the bicycle parking area.
- Sweep and mop all hard surfaces, ensuring no dirt or grime remains.
- Sanitise all touchpoints, including railings and entry/exit points.
- Dust and wipe down all signage and fixtures.
- Ensure all rubbish bins are emptied and cleaned.
- Check for and remove any cobwebs or insect nests.
- Ensure the area is free from unpleasant odours.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the rubbish bin.
2. Use a broom to sweep the entire area, focusing on corners and under fixtures.
3. Prepare a mop with a suitable cleaning solution, ensuring it is appropriate for the surface type.
4. Mop the entire area, paying special attention to high-traffic zones.
5. Use a sanitising solution to wipe down all touchpoints, including railings and door handles.
6. Dust all signage and fixtures using a microfibre cloth.
7. Empty all rubbish bins, replace liners, and clean the bins if necessary.
8. Conduct a final inspection to ensure all areas are clean and free from odours.

Equipment

- Broom and dustpan
- Microfibre cloths
- Rubbish bin liners
- Mop and bucket with appropriate cleaning solution
- Sanitising spray
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible dirt or debris; all surfaces are clean and sanitised; no unpleasant odours; bins are empty and clean; all signage and fixtures are dust-free.
Good	Minor dirt or debris in low-traffic areas; surfaces are mostly clean; no strong odours; bins are empty but may have minor residue; most signage and fixtures are dust-free.
Pass	Some visible dirt or debris; surfaces are generally clean but may have some spots; mild odours present; bins are emptied but not cleaned; some dust on signage and fixtures.
Fail	Significant dirt or debris present; surfaces are visibly dirty; strong unpleasant odours; bins are full or overflowing; significant dust on signage and fixtures.