

Baggage Sorting

Code: ANCMF-AU-TH-BS-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all surfaces, including conveyor belts, sorting machines, and shelving units.
- Sanitising of high-touch areas such as control panels, handrails, and door handles.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and partitions to remove marks and stains.
- Inspection and cleaning of air vents and grilles to ensure dust-free operation.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination between different areas.
2. Begin with dusting all surfaces using microfibre cloths to capture dust particles effectively.
3. Sanitise high-touch areas with a disinfectant approved for use in transportation hubs.
4. Vacuum floors using a HEPA-filtered vacuum cleaner to ensure dust and allergens are captured.
5. Mop floors with a neutral pH cleaner to maintain floor finish and prevent slip hazards.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised before replacing.
7. Conduct spot cleaning on walls and partitions using a mild detergent solution.
8. Inspect air vents and grilles, cleaning with a vacuum and damp cloth as necessary.

Equipment

- Microfibre cloths
- Colour-coded buckets and mops
- HEPA-filtered vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Dusting tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless and dry; no visible marks on walls; air vents are clean and unobstructed; rubbish bins are empty and sanitised.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; few marks on walls; air vents show minimal dust; rubbish bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; floors are clean but damp; several marks on walls; air vents have visible dust; rubbish bins are not emptied.
Fail	Heavy dust accumulation; floors are dirty or sticky; numerous marks on walls; air vents are clogged; rubbish bins are overflowing.