

Bus Terminal

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

Scope of Work

- Dusting and wiping of all surfaces including benches, ticket counters, and information desks.
- Vacuuming and mopping of all floors, ensuring no debris or spills are present.
- Sanitising of high-touch areas such as handrails, door handles, and ticket machines.
- Cleaning and sanitising of toilets, ensuring all fixtures are spotless and free from odours.
- Emptying and sanitising of rubbish bins, replacing liners as needed.
- Cleaning of windows and glass surfaces to ensure they are free from smudges and streaks.
- Maintaining cleanliness of waiting areas, ensuring seats are free from dust and stains.
- Regular inspection and cleaning of lifts and escalators, focusing on handrails and buttons.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to ensure air quality standards are met.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a hospital-grade disinfectant, allowing appropriate dwell time.
5. Clean toilets using a colour-coded system to prevent cross-contamination, focusing on bowls, seats, and taps.
6. Empty rubbish bins, clean with disinfectant, and replace liners.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Inspect and clean lifts and escalators, focusing on high-touch areas.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, floors are free from debris and stains, no odours present, and all high-touch areas are sanitised with no visible residue.
Good	Minor dust on surfaces, floors mostly clean with occasional small debris, no strong odours, and high-touch areas mostly sanitised.
Pass	Noticeable dust on surfaces, some debris on floors, mild odours present, and some high-touch areas missed during sanitising.
Fail	Significant dust and dirt on surfaces, floors dirty with visible stains and debris, strong odours present, and high-touch areas not sanitised.