

Customs Area

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

Scope of Work

- Dust all surfaces including counters, desks, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and counters.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and partitions.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant solution, ensuring adequate contact time as per manufacturer's instructions.
3. Vacuum carpets and mats using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, clean with a disinfectant, and replace liners.
6. Clean glass surfaces with a streak-free glass cleaner and polish with a lint-free cloth.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Colour-coded cleaning cloths and mops
- Rubbish bin liners
- Glass cleaner and lint-free cloth

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks or marks. Rubbish bins are empty, clean, and odour-free. Glass surfaces are crystal clear with no streaks.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised with minimal residue. Floors are clean with minor streaks. Rubbish bins are empty and clean with slight odour. Glass surfaces have minor streaks.
Pass	Surfaces have visible dust or smudges. High-touch areas are sanitised but with visible residue. Floors have visible streaks or marks. Rubbish bins are not completely clean or have noticeable odour. Glass surfaces have visible streaks.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty with significant streaks or marks. Rubbish bins are full, dirty, or have strong odour. Glass surfaces are dirty with significant streaks.