

Connection Area

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

Scope of Work

- Dust all horizontal surfaces including benches, ledges, and railings.
- Sanitise high-touch areas such as handrails, lift buttons, and door handles.
- Vacuum carpeted areas and spot clean stains as necessary.
- Mop hard floors with appropriate cleaning solution, ensuring no slip hazards remain.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces, including windows and display cases.
- Ensure all signage is clean and visible.
- Check and clean air vents and diffusers.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust effectively.
2. Apply a disinfectant solution to high-touch areas and allow appropriate dwell time before wiping clean.
3. Use a vacuum cleaner with HEPA filter for carpeted areas to minimise airborne dust.
4. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
5. Empty rubbish bins, ensuring waste is disposed of according to local regulations, and replace liners.
6. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.
7. Inspect signage for cleanliness and legibility, cleaning as necessary.
8. Wipe air vents and diffusers with a damp cloth to remove dust build-up.

Equipment

- Microfibre cloths
- Disinfectant solution
- Vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Rubbish bin liners
- Glass cleaner and squeegee
- Damp cloth

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and smudges. High-touch areas are sanitised with no residue. Floors are spotless and dry. Rubbish bins are empty and odour-free. Glass surfaces are streak-free. Air vents are dust-free.
Good	Minor dust or smudges on surfaces. High-touch areas are mostly sanitised. Floors are clean with minimal moisture. Rubbish bins are empty with slight odour. Glass surfaces have minor streaks. Air vents have minimal dust.
Pass	Noticeable dust or smudges on surfaces. High-touch areas are partially sanitised. Floors are mostly clean but may have some moisture. Rubbish bins are not overflowing but have noticeable odour. Glass surfaces have visible streaks. Air vents have visible dust.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty or wet. Rubbish bins are overflowing or have strong odour. Glass surfaces are dirty with streaks. Air vents are clogged with dust.