

Crew Rest Area

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpets and upholstery.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchenette areas, including sinks and benchtops.
- Wipe down and sanitise all electronic equipment.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Vacuum carpets and upholstery using a HEPA-filtered vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time for effective sanitisation.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Clean kitchenette areas with food-safe cleaning products, paying attention to sinks and benchtops.
7. Wipe down electronic equipment with a damp microfibre cloth, ensuring no moisture enters the equipment.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Food-safe cleaning products
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and marks. No odours present. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and clean. Floors are spotless with no residue.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor marks. Floors are clean with minimal residue.
Pass	Surfaces have some dust or marks. Mild odours may be present. High-touch areas are partially sanitised. Rubbish bins are emptied but may have visible residue. Floors are generally clean but may have some residue.
Fail	Surfaces are visibly dusty or stained. Strong odours present. High-touch areas are not sanitised. Rubbish bins are full or dirty. Floors are dirty with visible residue.