

Drop-off Zone

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

Scope of Work

- Thoroughly clean and sanitise all surfaces, including benches, railings, and signage.
- Remove all rubbish and debris from the area, ensuring bins are emptied and cleaned.
- Sweep and mop the entire drop-off zone, paying special attention to high-traffic areas.
- Clean and polish any glass surfaces, including windows and doors.
- Ensure all lighting fixtures are dust-free and operational.
- Maintain cleanliness of any public telephones or information kiosks.
- Ensure all sanitising stations are stocked and operational.

Method

1. Begin by removing all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to avoid cross-contamination, starting with high-touch surfaces.
3. Sweep the entire area, ensuring all corners and edges are free of dust and debris.
4. Mop the floor using a suitable disinfectant, ensuring it is safe for the surface material.
5. Wipe down all surfaces with a sanitising solution, focusing on high-touch areas such as benches and railings.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
7. Dust all lighting fixtures and ensure they are functioning correctly.
8. Check and restock sanitising stations as needed.

Equipment

- Colour-coded cleaning cloths and mops
- Rubbish trolley and bins
- Disinfectant and sanitising solutions
- Glass cleaner
- Dusting tools
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no visible rubbish or debris, floors are clean and dry, glass surfaces are streak-free, all lighting fixtures are dust-free and operational, sanitising stations are fully stocked.
Good	Minor dust or smudges on surfaces, minimal rubbish or debris, floors are mostly clean with no major spills, glass surfaces have minor streaks, most lighting fixtures are dust-free and operational, sanitising stations are mostly stocked.
Pass	Noticeable dust or smudges on surfaces, some rubbish or debris present, floors have visible dirt or spills, glass surfaces have noticeable streaks, some lighting fixtures are dusty or non-operational, sanitising stations are low on supplies.
Fail	Significant dust or smudges on surfaces, excessive rubbish or debris, floors are dirty or wet, glass surfaces are heavily streaked, many lighting fixtures are dusty or non-operational, sanitising stations are empty.