

Fuel Depot

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

Scope of Work

- Dusting all surfaces including shelves, ledges, and equipment.
- Sanitising high-touch areas such as door handles, switches, and taps.
- Mopping and vacuuming all floors to remove dirt and spills.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilet facilities.
- Wiping down and sanitising all benches and workstations.
- Removing cobwebs and dust from ceilings and corners.
- Ensuring 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 particles effectively.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne dust and allergens.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean toilet facilities using a toilet-specific cleaner and sanitiser, ensuring all surfaces are thoroughly cleaned.
7. Wipe down benches and workstations with a disinfectant wipe, ensuring all surfaces are covered.
8. Inspect ceilings and corners for cobwebs and dust, removing them with an extendable duster.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant wipes
- Colour-coded cleaning buckets and mops
- Extendable duster
- Rubbish bin liners
- Approved disinfectant

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and stains. 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. Toilets are pristine with no stains or odours.
Good	Most surfaces are clean with minimal dust or dirt. High-touch areas are mostly sanitised with slight residue. Floors are mostly clean with minor streaks. Rubbish bins are empty and mostly clean. Toilets are clean with minor stains.
Pass	Surfaces have some dust or dirt. High-touch areas are partially sanitised. Floors have visible streaks or marks. Rubbish bins are not completely empty or clean. Toilets have visible stains or odours.
Fail	Surfaces are visibly dirty with dust and stains. High-touch areas are not sanitised. Floors are dirty with significant marks. Rubbish bins are full or dirty. Toilets are dirty with strong odours.