

Fuel Farm

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

Scope of Work

- Dusting of all surfaces, including equipment and storage areas.
- Sanitising of high-touch surfaces such as railings, door handles, and control panels.
- Mopping of floors with appropriate cleaning solutions to remove spills and stains.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Cleaning of windows and glass surfaces to remove smudges and dirt.
- Regular inspection and cleaning of drains and surrounding areas to prevent blockages and odours.
- Use of colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin with dusting all surfaces using microfibre cloths to capture dust particles.
2. Apply a sanitising solution to high-touch areas and wipe with a clean cloth.
3. Prepare a mop with a suitable cleaning solution and mop the entire floor area, focusing on spill-prone zones.
4. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
5. Use a glass cleaner and squeegee to clean windows and glass surfaces.
6. Inspect drains, remove debris, and clean surrounding areas with a disinfectant solution.

Equipment

- Microfibre cloths
- Sanitising solutions
- Mop and bucket
- Rubbish bin liners
- Glass cleaner and squeegee
- Colour-coded cleaning tools
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and stains; high-touch areas are sanitised and free of smudges; floors are spotless with no visible spills; rubbish bins are clean and odour-free; glass surfaces are crystal clear; drains are clean with no blockages or odours.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; floors have minor marks; rubbish bins are mostly clean; glass surfaces have minor smudges; drains are mostly clean with slight odour.
Pass	Noticeable dust on surfaces; some high-touch areas not sanitised; floors have visible marks; rubbish bins have slight odour; glass surfaces have visible smudges; drains have minor blockages.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with spills; rubbish bins are dirty and odorous; glass surfaces are dirty; drains are blocked and odorous.