

Freight Terminal

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

Scope of Work

- Dusting of all surfaces, including counters, shelves, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, lift buttons, and handrails.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces.
- Removal of cobwebs and dust from ceilings and corners.
- Spot cleaning of walls and partitions.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
4. Use a disinfectant solution to sanitise high-touch areas, allowing appropriate dwell time.
5. Clean toilets and washbasins with a toilet-specific cleaner, ensuring all surfaces are sanitised.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Remove cobwebs using an extendable duster.
9. Spot clean walls and partitions with a mild detergent solution.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Toilet cleaner
- Rubbish bin liners
- Streak-free glass cleaner
- Extendable duster
- Mild detergent solution

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no residue. High-touch areas are sanitised with no visible marks. Toilets are odour-free and sanitised. Rubbish bins are empty and sanitised. Windows are streak-free.
Good	Minor dust on surfaces. Floors are clean with minimal residue. High-touch areas are mostly sanitised. Toilets are clean with slight odour. Rubbish bins are empty but not sanitised. Windows have minor streaks.
Pass	Noticeable dust on surfaces. Floors have visible residue. High-touch areas are partially sanitised. Toilets have noticeable odour. Rubbish bins are not empty. Windows have visible streaks.
Fail	Surfaces are dusty. Floors are dirty with significant residue. High-touch areas are not sanitised. Toilets are dirty with strong odour. Rubbish bins are overflowing. Windows are dirty.