

Ground Crew Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and sanitise toilets and wash basins.
- Ensure all cleaning products are used according to manufacturer instructions and safety data sheets.

Method

1. Begin by dusting all surfaces with a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Use a damp mop with a neutral pH cleaner for hard floors, following the colour-coded cleaning system.
4. Apply a disinfectant to high-touch surfaces, allowing appropriate dwell time for effective sanitisation.
5. Empty rubbish bins, ensuring waste is disposed of according to local regulations, and replace liners.
6. Clean toilets and wash basins with a disinfectant cleaner, ensuring all surfaces are thoroughly rinsed and dried.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty and clean. Toilets and wash basins are sparkling and odour-free.
Good	Minor dust on surfaces. Floors are clean with minimal stains. High-touch surfaces are mostly sanitised. Rubbish bins are empty but may have minor residue. Toilets and wash basins are clean with no odours.
Pass	Noticeable dust on surfaces. Floors have visible stains. High-touch surfaces are inconsistently sanitised. Rubbish bins are not emptied regularly. Toilets and wash basins are clean but may have slight odours.
Fail	Surfaces are dusty and dirty. Floors are stained and sticky. High-touch surfaces are not sanitised. Rubbish bins are overflowing. Toilets and wash basins are dirty and have strong odours.