

Ground Handling

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

Scope of Work

- Dusting and wiping of all surfaces including counters, desks, and equipment.
- Vacuuming and mopping of all floors to remove dirt and debris.
- Sanitising high-touch areas such as door handles, light switches, and handrails.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and sanitising toilets and washbasins.
- Spot cleaning of walls and partitions to remove marks and stains.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin with dusting all surfaces using microfibre cloths to capture dust particles.
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. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
6. Clean toilets and washbasins with a disinfectant cleaner, ensuring all surfaces are wiped dry.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Colour-coded cleaning buckets and mops
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or marks. Floors are spotless and dry. No odours present. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and sanitised.
Good	Minor dust or marks on surfaces. Floors are clean with minimal residue. No strong odours. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor smudges.
Pass	Noticeable dust or marks on some surfaces. Floors have some residue. Mild odours present. High-touch areas are partially sanitised. Rubbish bins are not overflowing but not sanitised.
Fail	Visible dust and marks on most surfaces. Floors are dirty or sticky. Strong odours present. High-touch areas are not sanitised. Rubbish bins are overflowing or unsanitised.