

Jet Bridge

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

Scope of Work

- Dust and wipe all surfaces including handrails, walls, and ceilings.
- Sanitise high-touch areas such as handrails, door handles, and control panels.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty and sanitise rubbish bins, ensuring proper waste segregation.
- Inspect and clean windows and glass surfaces for smudges and streaks.
- Check and replenish supplies such as hand sanitiser dispensers.

Method

1. Begin by assembling all necessary cleaning equipment and supplies on the trolley, ensuring all items are in good condition and colour-coded as per the cleaning system.
2. Dust and wipe all surfaces from top to bottom to prevent re-soiling cleaned areas.
3. Sanitise high-touch areas using a disinfectant approved by Australian standards, ensuring contact time as per product instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor with a neutral pH cleaner, ensuring the mop is rinsed frequently to avoid spreading dirt.
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. Check and refill hand sanitiser dispensers, ensuring they are operational.
9. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

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| • Colour-coded cleaning cloths and mops | • Disinfectant approved by Australian standards | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Streak-free glass cleaner | • Hand sanitiser refills |
| • Neutral pH floor cleaner | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, smudges, and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; rubbish bins are empty and sanitised; windows are streak-free; all supplies are fully stocked.
Good	Minor dust or smudges on surfaces; high-touch areas are mostly sanitised; floors have minor debris; rubbish bins are empty but not sanitised; windows have minor streaks; most supplies are stocked.
Pass	Noticeable dust or smudges on surfaces; high-touch areas are partially sanitised; floors have visible debris; rubbish bins are not fully emptied; windows have visible streaks; some supplies are missing.
Fail	Significant dust, smudges, or marks on surfaces; high-touch areas are not sanitised; floors are dirty with debris; rubbish bins are full; windows are dirty; supplies are not stocked.