

Long Term Parking

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

Scope of Work

- Regular removal of rubbish and debris from parking areas and pathways.
- Cleaning and sanitising of all touchpoints including ticket machines, lift buttons, and handrails.
- Dusting and wiping of signage and lighting fixtures.
- Vacuuming and sweeping of all floors and surfaces.
- Mopping of spills and stains on hard surfaces.
- Cleaning and sanitising of public toilets and washbasins.
- Ensuring all rubbish bins are emptied and cleaned regularly.
- Removal of graffiti and gum from surfaces.

Method

1. Conduct a visual inspection of the area to identify cleaning needs.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Remove rubbish and debris using appropriate tools and dispose of in designated areas.
4. Dust and wipe surfaces using microfibre cloths and appropriate cleaning agents.
5. Vacuum carpets and sweep hard floors using commercial-grade equipment.
6. Mop hard surfaces with a neutral detergent and sanitiser.
7. Clean and sanitise toilets and washbasins using disinfectant.
8. Document completed tasks and report any issues to management.

Equipment

- Colour-coded microfibre cloths and mops
- Commercial-grade vacuum cleaner
- Floor sweeper and mop trolley
- Disinfectant and neutral detergent
- Graffiti removal solution
- Rubbish bags and bins

Quality Criteria

Performance Level	Criteria
Excellent	All areas are spotless with no visible rubbish, dust, or stains. All touchpoints are sanitised and free of smudges. Bins are empty and clean. No odours present.
Good	Minor dust or smudges present but no rubbish or stains. Touchpoints are mostly sanitised. Bins are mostly empty and clean. Minimal odours.
Pass	Some dust, smudges, or minor rubbish present. Touchpoints are partially sanitised. Bins are not overflowing. Noticeable odours.
Fail	Visible rubbish, dust, and stains. Touchpoints are not sanitised. Bins are overflowing or dirty. Strong odours present.