

Memorial Garden

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

Scope of Work

- Dusting of all surfaces including benches, plaques, and decorative elements.
- Sanitising of seating areas and handrails.
- Removal of rubbish and debris from pathways and garden beds.
- Cleaning and polishing of memorial plaques and statues.
- Sweeping and mopping of paved areas.
- Watering and wiping of plants and planters to remove dust and dirt.
- Cleaning of water features and fountains to prevent algae growth.
- Inspection and cleaning of rubbish bins, ensuring they are emptied and sanitised.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the designated rubbish bins.
2. Dust all surfaces using a microfibre cloth, ensuring all plaques and benches are free of dust.
3. Sanitise seating areas and handrails using a disinfectant solution, ensuring all surfaces are wiped down thoroughly.
4. Clean and polish memorial plaques and statues with appropriate cleaning agents to maintain their appearance.
5. Sweep paved areas to remove dirt and leaves, followed by mopping with a neutral pH cleaner.
6. Water plants and wipe down planters to remove dust and dirt, ensuring no water pooling occurs.
7. Clean water features and fountains using a non-toxic algae remover, ensuring water clarity is maintained.
8. Inspect rubbish bins, empty them, and sanitise the interior and exterior surfaces.

Equipment

- Microfibre cloths
- Disinfectant solution
- Neutral pH cleaner
- Non-toxic algae remover
- Rubbish collection bags
- Watering can
- Cleaning trolley
- Colour-coded cleaning buckets

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or debris. Seating and handrails are fully sanitised. Memorial plaques and statues are polished to a high shine. Paved areas are free of dirt and stains. Water features are clear with no algae. Rubbish bins are empty and odour-free.
Good	Minor dust or debris on surfaces. Seating and handrails are mostly sanitised. Memorial plaques and statues have minor smudges. Paved areas have minor dirt. Water features are mostly clear. Rubbish bins are mostly empty with slight odour.
Pass	Noticeable dust or debris on surfaces. Seating and handrails are partially sanitised. Memorial plaques and statues are dull. Paved areas have visible dirt. Water features have some algae. Rubbish bins are not fully emptied and have noticeable odour.
Fail	Significant dust or debris on surfaces. Seating and handrails are unsanitised. Memorial plaques and statues are dirty. Paved areas are heavily soiled. Water features are murky with algae. Rubbish bins are full and have strong odour.