

Outdoor Areas

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

Scope of Work

- Remove all rubbish and debris from outdoor areas, including pathways, seating areas, and entrances.
- Sanitise high-touch surfaces such as handrails, benches, and ticket machines.
- Sweep and mop hard surfaces to remove dirt, dust, and stains.
- Empty and clean rubbish bins, ensuring liners are replaced.
- Clean and polish signage and information boards.
- Remove graffiti and other markings from surfaces promptly.
- Maintain cleanliness of outdoor toilets, ensuring they are sanitised and stocked with necessary supplies.

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 a trolley and appropriate tools.
4. Sanitise surfaces with approved cleaning agents, following manufacturer instructions.
5. Sweep and mop surfaces using appropriate equipment and techniques.
6. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
7. Use graffiti removal products to clean affected surfaces.
8. Inspect and clean outdoor toilets, replenishing supplies as needed.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising agents and cleaning solutions
- Sweepers and mops
- Rubbish collection trolley
- Graffiti removal products
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dirt, dust, and stains. No rubbish or debris is present. High-touch surfaces are sanitised and free from smudges. Rubbish bins are empty, clean, and odour-free. Signage is polished and legible. No graffiti is visible.
Good	Minor dirt or dust present on less than 5% of surfaces. Rubbish bins are empty but may have minor odours. High-touch surfaces are mostly clean with minor smudges. Signage is mostly clean and legible. Minimal graffiti present.
Pass	Noticeable dirt or dust on 5-10% of surfaces. Rubbish bins are not overflowing but have noticeable odours. High-touch surfaces have visible smudges. Signage is legible but not polished. Some graffiti present but not excessive.
Fail	Visible dirt, dust, or stains on more than 10% of surfaces. Rubbish bins are overflowing or have strong odours. High-touch surfaces are not sanitised. Signage is dirty or illegible. Graffiti is prevalent and not addressed.