

Observation Deck

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

Scope of Work

- Dusting all surfaces including railings, benches, and signage.
- Sanitising high-touch areas such as handrails, lift buttons, and seating.
- Cleaning and polishing glass surfaces and windows.
- Emptying and sanitising rubbish bins.
- Vacuuming and mopping floors.
- Removing any visible stains or marks from surfaces.
- Ensuring no unpleasant odours are present.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces with a microfibre cloth.
3. Sanitise high-touch areas using an appropriate disinfectant.
4. Clean glass surfaces with a glass cleaner and polish with a dry cloth.
5. Empty rubbish bins and replace liners, then sanitise the bin interior.
6. Vacuum carpeted areas and mop hard floors with a neutral pH cleaner.
7. Inspect for and remove any stains or marks on surfaces.
8. Conduct a final inspection to ensure no odours are present.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Disinfectant spray
- Glass cleaner
- Vacuum cleaner
- Mop and bucket
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; glass is streak-free; no odours; bins are empty and sanitised; floors are spotless.
Good	Minor dust on non-prominent surfaces; glass has minimal streaks; no odours; bins are empty; floors are clean with no visible dirt.
Pass	Noticeable dust on some surfaces; glass has visible streaks; faint odours; bins are not overflowing; floors have minor dirt.
Fail	Heavy dust accumulation; glass is dirty; strong odours present; bins are overflowing; floors are visibly dirty.