

Platform

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

Scope of Work

- Remove all rubbish and debris from the platform area.
- Sanitise all seating areas, handrails, and touchpoints.
- Sweep and mop the platform floor using appropriate cleaning solutions.
- Clean and polish signage and information boards.
- Empty and sanitise rubbish bins.
- Dust and wipe down all surfaces, including benches and ledges.
- Ensure all drains and gutters are free from blockages and debris.
- Check and clean any lifts and escalators present on the platform.
- Ensure all cleaning activities comply with Australian workplace health and safety standards.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to avoid cross-contamination, ensuring different areas are cleaned with designated equipment.
3. Sweep the entire platform area to remove dust and dirt.
4. Prepare a sanitising solution according to the manufacturer's instructions and mop the platform floor, paying special attention to high-traffic areas.
5. Wipe down all seating, handrails, and touchpoints with a sanitising cloth.
6. Empty rubbish bins and replace liners, then sanitise the bin surfaces.
7. Dust and wipe down all surfaces, ensuring no dust or residue remains.
8. Inspect and clean signage and information boards, ensuring they are free from smudges and fingerprints.
9. Check drains and gutters, removing any blockages or debris.
10. Clean any lifts and escalators, focusing on buttons and handrails.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Rubbish bags and liners
- Dustpan and broom
- Floor mop and bucket
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No rubbish or debris is present. All touchpoints are sanitised, and bins are empty and sanitised. Floors are spotless with no visible stains or marks.
Good	Most surfaces are clean with minimal dust or smudges. Rubbish is collected, and bins are emptied. Floors are clean with minor marks or stains.
Pass	Surfaces have some dust or smudges. Rubbish is mostly collected, but bins may not be fully sanitised. Floors have visible marks or stains.
Fail	Surfaces are visibly dirty with dust and smudges. Rubbish is present, and bins are overflowing. Floors are dirty with significant marks or stains.