

Parking Areas

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

Scope of Work

- Remove all rubbish and debris from parking areas and dispose of in designated rubbish bins.
- Sweep and mop all hard surfaces to remove dirt, dust, and stains.
- Sanitise high-touch surfaces such as payment machines, lift buttons, and handrails.
- Clean and polish signage and directional markers to ensure visibility.
- Inspect and clean any spills or stains immediately to prevent slip hazards.
- Ensure all drains and gutters are free from blockages and debris.
- Maintain cleanliness of pedestrian walkways and access points.

Method

1. Begin by collecting all visible rubbish and debris using a trolley and dispose of it in the appropriate rubbish bins.
2. Sweep all hard surfaces using a broom, ensuring to reach corners and edges.
3. Mop the swept areas with a suitable cleaning solution, focusing on removing stains and grime.
4. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring thorough coverage.
5. Polish signage and markers with a glass cleaner to enhance visibility.
6. Inspect the area for any spills or stains and clean immediately using appropriate cleaning agents.
7. Check drains and gutters, removing any blockages to ensure proper drainage.
8. Conduct a final inspection to ensure all areas meet the cleanliness standards.

Equipment

- | | | |
|---------------------|-------------------------------|---------------------------------------|
| • Broom and dustpan | • Sanitising spray and cloths | • Trolley for rubbish collection |
| • Mop and bucket | • Glass cleaner | • Personal protective equipment (PPE) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or stains. High-touch areas are sanitised and free from smudges. Signage is clear and polished. No rubbish or debris is present. Drains and gutters are clear and functional.
Good	Minor dirt or stains may be present but do not detract from overall cleanliness. High-touch areas are mostly sanitised. Signage is mostly clear. Minimal rubbish or debris present. Drains and gutters mostly clear.
Pass	Noticeable dirt or stains are present. High-touch areas are inconsistently sanitised. Signage is visible but not polished. Some rubbish or debris present. Drains and gutters have minor blockages.
Fail	Significant dirt or stains are present. High-touch areas are not sanitised. Signage is unclear or dirty. Rubbish or debris is prevalent. Drains and gutters are blocked.