

Police Station

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Cleaning and sanitising of toilets, sinks, and taps.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and mirrors.
- Restocking of consumables such as toilet paper, hand soap, and paper towels.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from high to low surfaces to capture all dust particles.
3. Sanitise high-touch areas using approved disinfectants.
4. Vacuum carpets using a HEPA filter vacuum cleaner to ensure air quality.
5. Mop hard floors with a neutral pH cleaner to avoid surface damage.
6. Clean toilets with a toilet-specific cleaner and sanitise all fixtures.
7. Empty rubbish bins and replace liners, ensuring bins are sanitised.
8. Clean glass surfaces with a streak-free glass cleaner.
9. Check and restock consumables, ensuring all dispensers are functioning.

Equipment

- Colour-coded microfibre cloths
- HEPA filter vacuum cleaner
- Microfibre mop and bucket
- Approved disinfectants and cleaning solutions
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. High-touch areas are sanitised and free of smudges. Floors are spotless and free of debris. Toilets are clean, sanitised, and odour-free. Consumables are fully stocked. No visible rubbish or stains on glass surfaces.
Good	Most surfaces are clean with minimal dust or marks. High-touch areas are mostly sanitised. Floors are clean with minor debris. Toilets are clean with slight odour. Consumables are mostly stocked. Minor smudges on glass surfaces.
Pass	Surfaces have some dust and marks. High-touch areas are partially sanitised. Floors have noticeable debris. Toilets are clean but have noticeable odour. Consumables are low. Glass surfaces have visible smudges.
Fail	Surfaces are visibly dusty and dirty. High-touch areas are not sanitised. Floors are dirty with significant debris. Toilets are dirty with strong odour. Consumables are depleted. Glass surfaces are dirty with significant smudges.