

Parts Store

Code: ANCMF-AU-TH-PS-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, racks, and storage units.
- Sanitise high-touch areas such as door handles, light switches, and work surfaces.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and sanitise any sinks and taps.
- Ensure all cleaning equipment is stored neatly and safely after use.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent airborne particles.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpets and mats using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are rinsed and dried.
7. Store all cleaning equipment in designated areas, ensuring they are clean and ready for next use.

Equipment

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| • Microfibre cloths | • HEPA-filter vacuum cleaner | • Rubbish bin liners |
| • Disinfectant spray | • Mop and bucket with neutral pH cleaner | • Non-abrasive cleaner for sinks and taps |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible smudges. Floors are spotless with no residue. Rubbish bins are empty and clean. No unpleasant odours present.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised with few smudges. Floors are clean with minor residue. Rubbish bins are empty but may have minor marks. No strong odours present.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible residue. Rubbish bins are emptied but not cleaned. Mild odours may be present.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant residue. Rubbish bins are full or dirty. Strong unpleasant odours present.