

Petrol Station

Code: ANCMF-AU-TH-PS-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Cleaning and sanitising of all public areas including forecourt, shop, and toilets.
- Regular emptying and cleaning of rubbish bins.
- Cleaning and polishing of all glass surfaces and windows.
- Dusting and wiping of all surfaces including shelves, counters, and displays.
- Mopping and vacuuming of all floors.
- Sanitising of all high-touch areas such as door handles, taps, and payment terminals.
- Restocking of consumables such as toilet paper, soap, and hand sanitiser.

Method

1. Use colour-coded cleaning systems to prevent cross-contamination.
2. Begin with dry cleaning tasks such as dusting and sweeping.
3. Proceed to wet cleaning tasks including mopping and wiping with appropriate cleaning solutions.
4. Sanitise all high-touch surfaces using approved disinfectants.
5. Empty and clean rubbish bins, replacing liners as needed.
6. Restock consumables ensuring all dispensers are functional and filled.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Colour-coded cleaning cloths and mops
- Cleaning trolley
- Vacuum cleaner
- Glass cleaner and squeegee
- Approved disinfectants and sanitisers
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or streaks. No odours present. Consumables fully stocked. High-touch areas sanitised and free of smudges.
Good	Minor smudges or streaks visible on less than 5% of surfaces. No strong odours. Consumables mostly stocked. High-touch areas mostly sanitised.
Pass	Visible dirt or streaks on less than 10% of surfaces. Mild odours present. Consumables partially stocked. High-touch areas partially sanitised.
Fail	Visible dirt or streaks on more than 10% of surfaces. Strong odours present. Consumables not stocked. High-touch areas not sanitised.