

Quiet Zone

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

Scope of Work

- Dusting of all surfaces including tables, chairs, and ledges.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass partitions to remove smudges and fingerprints.
- Ensuring all surfaces are free from stains, marks, and debris.
- Checking and replenishing of hand sanitiser dispensers.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA filter vacuum cleaner to ensure air quality.
3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
4. Use a disinfectant solution to sanitise high-touch areas, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean windows and glass partitions with a streak-free glass cleaner.
7. Inspect all areas for cleanliness and address any remaining spots or stains.
8. Check hand sanitiser dispensers and refill as necessary.

Equipment

- Microfibre cloths
- HEPA filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Rubbish bin liners
- Streak-free glass cleaner
- Hand sanitiser refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or debris visible. Floors are clean and dry with no stains. High-touch areas are sanitised with no visible marks. Rubbish bins are empty and odour-free. Windows and glass are crystal clear.
Good	Minor dust or debris on surfaces. Floors are mostly clean with minor spots. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour. Windows and glass have minor smudges.
Pass	Noticeable dust or debris on surfaces. Floors have visible stains or dirt. High-touch areas are partially sanitised. Rubbish bins are not emptied regularly. Windows and glass have visible smudges.
Fail	Significant dust or debris on surfaces. Floors are dirty with multiple stains. High-touch areas are not sanitised. Rubbish bins are overflowing and odorous. Windows and glass are dirty and obstruct visibility.