

Ride Share Area

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

Scope of Work

- Dust all surfaces including benches, signage, and railings.
- Sanitise high-touch areas such as handrails, seating, and payment kiosks.
- Empty and clean rubbish bins, ensuring liners are replaced.
- Vacuum carpeted areas and mop hard floors using appropriate cleaning solutions.
- Clean and polish glass surfaces, including windows and doors.
- Remove any visible stains or marks from walls and floors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth.
2. Sanitise high-touch areas with a disinfectant spray and cloth, following a colour-coded cleaning system.
3. Empty rubbish bins, replace liners, and clean the bin exterior with a sanitising wipe.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.
7. Inspect for and remove any stains or marks using appropriate spot cleaning techniques.

Equipment

- Microfibre cloths
- Disinfectant spray
- Colour-coded cleaning cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and squeegee
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised and visibly clean; no rubbish or odours present; floors are spotless and dry; glass surfaces are streak-free.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; bins emptied with no overflow; floors mostly clean with minor spots; glass surfaces mostly clear.
Pass	Noticeable dust on surfaces; some high-touch areas missed; bins not overflowing but not clean; floors have visible dirt; glass surfaces have some streaks.
Fail	Significant dust and dirt on surfaces; high-touch areas unsanitised; bins overflowing; floors dirty and wet; glass surfaces heavily streaked.