

Seating Area

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

Scope of Work

- Dust and wipe all seating surfaces, including armrests and backs.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard flooring with appropriate cleaning solution.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and sanitise all touchpoints, including handrails and door handles.
- Remove any visible rubbish or debris from the seating area.
- Check and clean any signage or display boards for dust and smudges.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces with a microfibre cloth.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
4. Mop hard floors with a neutral pH cleaner and a damp mop.
5. Sanitise touchpoints with a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Conduct a final visual inspection to ensure all areas meet quality standards.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and stains; floors are spotless and dry; no rubbish or debris visible; all touchpoints are sanitised and shine; bins are empty and sanitised.
Good	Minor dust or smudges on surfaces; floors are clean with minimal wet spots; minimal rubbish or debris; touchpoints are mostly sanitised; bins are empty but not sanitised.
Pass	Noticeable dust or smudges on surfaces; floors have visible dirt or wet spots; some rubbish or debris present; touchpoints are partially sanitised; bins are not overflowing but not sanitised.
Fail	Heavy dust or stains on surfaces; floors are dirty or wet; rubbish or debris is clearly visible; touchpoints are not sanitised; bins are overflowing and unsanitised.