

Spotting Area

Code: ANCMF-AU-TH-SA-05 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces including benches, ledges, and equipment.
- Sanitise all high-touch areas such as handrails, buttons, and seating.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to remove dirt and debris.
4. Spot clean any visible stains on carpets using an appropriate stain remover.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring a streak-free finish.

Equipment

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| • Microfibre cloths | • Neutral pH floor cleaner | • Colour-coded cleaning cloths and mops |
| • Disinfectant spray | • Glass cleaner | |
| • HEPA-filter vacuum cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, dirt, and marks. High-touch areas are sanitised with no visible residue. Floors are spotless and free of debris. Rubbish bins are empty, clean, and odour-free. Glass surfaces are streak-free.
Good	Minor dust or marks on surfaces. High-touch areas are mostly sanitised. Floors have minimal debris. Rubbish bins are empty and clean with slight odour. Glass surfaces have minor streaks.
Pass	Noticeable dust or marks on surfaces. High-touch areas are partially sanitised. Floors have visible debris. Rubbish bins are not overflowing but have noticeable odour. Glass surfaces have visible streaks.
Fail	Significant dust, dirt, or marks on surfaces. High-touch areas are unsanitised. Floors are dirty with significant debris. Rubbish bins are overflowing and odorous. Glass surfaces are heavily streaked.